

# WOODLANDS

## House Handbook 2018-19



**Woodlands was the name of the 18<sup>th</sup> Century private house purchased and converted by Gresham's into a boys' boarding house in 1903.**



# Contents

	Page Number:
<i>Welcome to Woody!</i>	2
Residential House Staff	3
Non-residential House staff & Prefects	4
Day-to-Day Life during the week	5-6
Day-to-Day Life at the weekend	6-7
General Tips for ALL	7-13
Specific Tips for Boarders	14-16
Frequently Asked Questions	16-18
Contact Details	18-19
Some Useful Dates	19-21

# *Welcome to Woody!*

*A great House – we wish you every success in your time here.*

## **HOUSE “Guidelines”**

*To do your best and to show respect to others*

These guidelines are present to make House life as trouble free as possible. Please respect the school rules too, (see booklet).

As a “Home from Home” Woodlands aims to be a place where you can both work and relax.

Starting in a new school is an exciting and (probably) daunting step; two key points to remember...

- 1) Don't worry.
- 2) Do ask questions if there is anything that you are unsure of – people will always be willing to help you.

## **Residential Staff:**

**The Housemaster** is Mr Francis Retter.



The Housemaster is resident in the House and takes overall responsibility for the well-being of the pupils in Woodlands. His duty night alternates between Monday and Friday; he is also on duty alternate weekends. He is Head of German and is involved with games and D of E kayaking. His wife, Mrs Sophie Ellis-Retter, is the Overseas Pupils' Co-ordinator and is Head of English as a Second Language. She is also a Year 9 academic tutor. They have two sons, William (18) and George (13), and three dogs, Woody (12), Womble (5) and Jemima (4)!

**The Assistant Housemaster** is Mr Ryan West.



The House Tutor is resident in the House and is available to help boys with their studies and for pastoral care. He is the other Year 9 academic tutor. He is Head of Japanese and teaches Mathematics also – his classroom is in the library building. On games afternoon he can be found on the badminton courts. His duty night alternates between Monday and Friday; he is also on duty alternate weekends.

**The House Matron** is Mrs Tracey Cameron.



The House Matron has a flat in the House and is responsible for a wide range of pastoral and practical issues. If you are feeling unwell (outside of lessons) you should go straight to her and she will assess whether you need to visit the health centre; she will also organize visits to the school doctor or lifts to the dentist. She keeps a supply of basic medicines and also deals with all of the laundry if you are a boarder. She also has a Jack Russell called Jasper!

**Non-residential Staff: Tutors in Woodlands (duty night in brackets):**

**Mr J Bowley (Director of Music) - Tuesday**

**Mr S Brown (Head of Geography) - Wednesday**

**Mr M Gillingwater (Biology and Chemistry) - Thursday**

**Mr A Gray (Head of Art)**

**Mr T Hipperson (Deputy Head Academic; English) - Wednesday**

**Mr T Philpott (Head of Biology) - Tuesday**

**Mr A Richardson (Mathematics) - Thursday**

**Other than in year 9, tutor groups are “vertical”, i.e. with a mixture of year 10, 11, L6th and U6th in each group. Your tutor will play a major role during your time at Gresham’s and will be in regular contact with you and your parents. You will see him/her twice a week in the formal tutor slot and also more informally around the house and school at various times during the week.**

**Woodlands Prefects: 2018-19**

**Head of House & School Prefect: Ethan Sheridan**

**Deputy Heads of House: Daniel Adams & Matthew Mason**

**House Prefects: Archie Coleman-Eke**

**Barney Gill**

**Pieter Myburgh**

**George Palasciano**

**Pius Suen**

**The prefect team help to organize the smooth running of the house.  
They carry authority but they are also there to help you!**

## **DAY-TO-DAY LIFE IN WOODLANDS DURING THE WEEK, MONDAY TO SATURDAY**

### **START OF THE DAY:**

**Boarders:** The bell goes round at 7am. You must be up and dressed by 7.15am to ensure that you get to breakfast in the CFB **by 7.40am.** On your return from breakfast you will have duties to carry out on a rota basis, e.g. tidying the Common Room, and these must be done before Registration at 8.05 am sharp.

**Day boys:** You are expected to arrive at school **by 8am.** You have a desk and locker in your shared room. There is some flexibility to your finish time, though we recommend that you stay until the end of prep every evening until 7pm. You must commit to a consistent finish time; this can be 530pm, 7pm or 730pm (after supper), **but can vary on different days – the Deputy Head will ask your parents to confirm the arrangement. We reserve the right to insist that you stay for prep each night if you are behind with your academic studies.**

### **REGISTRATION:**

This will be at **8.05 am sharp,** in the Common Room. If you are in school for whatever reason, but will miss registration then you must be signed in in the signing-in book; if not you will need to sign in at reception before you go to lessons; you will be recorded as LATE.

### **ALL PUPILS:**

At 8.25am you will have chapel every day except for Tuesday & Thursday when you will meet your academic tutor; for Year 9 this is Mr West, the Assistant Housemaster and Mrs Ellis-Retter. Lessons start at 8.50am. Much of your day will be spent away from Woodlands, but you are likely to return at various breaks and to change for games; year 9 & 10 day boys must change in the changing room next to the laundry room – boarders change in their dorms/rooms. You must return to the House for afternoon Registration, Monday-Friday, at the published times (see noticeboard).

Television may be watched during your free time, but not in the morning or during lessons, official games times or prep.

After tea break (430pm-445pm) in the Common Room, we have a range of activities slots including musical groups, house meetings, academic clinics and arts time, followed by a roll call at 5.25pm and prep from 5.30pm until supper time – see calendar for timings. Prep takes place initially in the Common Room for Year 9, where you are supervised by a prefect. Junior pupils will usually have been given three preps to do and you will be expected to work quietly and not make a noise. So, questions must be brief and not loud. **DO NOT DISTURB** others! Year 10 pupils and above do prep in their dorm / study. Year 9 pupils who receive excellent effort grades have the opportunity to work in their own studies at an appropriate point after January.

There is a further rollcall at 730pm, following which there is second prep/quiet hour. A bell is sounded to mark the end of this session. On Monday and Friday nights there is a house night, commonly known as *curfew*. On the other nights pupils are free to visit friends in other houses, if they so wish.

New pupils are allocated a “shadow / mentor” for the first couple of weeks and there is a prefect who has special responsibility for Year 9.

## **DAY TO DAY LIFE IN WOODLANDS AT THE WEEKEND, SATURDAY EVENING & SUNDAY**

### **Woodlands routine for those boarding at the weekend**

- Roll calls are held at the following times. Attendance is compulsory; you must not be signed out elsewhere unless it is a staff supervised activity.
  - Saturday: 6:25pm and 9:00pm
  - Sunday: there is a “rolling rollcall” between 2pm & 2.30pm, during which time pupils must report to the duty member of staff in the common room; also 6:25 pm and 9:00pm for the usual rollcall.
  
- If you leave the House, you must sign out giving details of your destination and sign back in again when you return. You must have your mobile phone with you and it must be switched on, so that the duty member of staff can contact you, if necessary. Make sure that you have the duty staff mobile number in your phone: 07833 206453 and Mr Retter’s home (01263 713236) and office (01263 714570) numbers also.
  
- On Saturday nights bedtimes are half an hour later than on the other nights of the week; you may, of course, go to bed earlier than the published time, but should ensure that you inform the member of staff on duty.
  
- Town leave: is available to all before tea on a Saturday. Permission must be sought to go into town on Saturday evening and would usually only be granted to a Sixth Former; on Sundays pupils are free to visit the town if they wish, but must sign out.
  
- “Chapel” attendance as detailed in the school calendar is compulsory – this may be informal chapel in one of the boarding houses or in the chapel itself. The dress code is usually smart casual.
  
- On a Sunday morning you may have a lie-in; “Brunch” is served in the CFB on Sunday at 11.30am or immediately after informal chapel.

- Weekend Activities: there is a wide range of activities available at the weekend from house trips to whole school trips offered by Mr Bealey, the Weekend Activities Coordinator, as well as all of the facilities on site. Do get involved and try new activities!

## **GENERAL TIPS FOR ALL NEW BOYS & PARENTS**

### 1. Illness:

- Day Boys:** If your son is unable to attend school through illness it is essential that you notify Mr Retter **before 7.45am**, preferably by email ([fretter@greshams.com](mailto:fretter@greshams.com)) or phone. Should a doctor's appointment be required this should be made with your GP; it is not possible for the school doctors to see day pupils in their morning surgeries at school.
- Boarders:** You may see one of the school doctors / nurse practitioners in their surgery on week days at 8.10 am; see matron to collect a chit first.
- Medicines:** Do not bring medicines from home to administer yourself, without first consulting matron. Basic medicines will be supplied by her and/or the Health Centre as required and so therefore should not normally be brought into school; this includes common over the counter medicines from the pharmacist, such as paracetamol, Lemsip, hayfever tablets and the like. Also, if medicines have been administered at home before school, matron / house staff need to be aware.
- Prescribed Medicines:** If your son is on prescribed medicine a letter from the parent/guardian is required, as a permanent record needs to be kept in the medical cupboard; such medicines must be handed over to matron at the beginning of the day for safe keeping.
- Illness during the day:** If you become unwell tell your teacher and then go to the Health Centre. Out of lesson times see matron. Under no circumstances are you to return to the House and go to bed without telling anyone. **If you are unwell and need to go home your parents will be contacted, so please do not contact your parents first!** If you become unwell you may need to spend some time in the Health Centre. You may take personal items such as your school work, mobile, ipod, book etc and clothing to make yourself comfortable. Your friends are allowed to visit you at visiting times.
- “Off games”:** Regarding games if you are unwell the procedure is that you must take your chit, obtainable from matron, to the member of staff in charge of your game. Day boys who are off games attend the relevant supervised study period(s) and are required to stay until normal leaving times.

### 2. Clothing:

**All clothing, including casual clothing, must be named;** new school uniform is already named. Sports kit must be labelled with a large name tape on the outside of the garment; see school welcome pack for details. Unmarked items can take a long time to return!

### 3. House Duties:

Check the rota on the House noticeboard regularly for information about your duties and ensure that you carry them out; every individual in the House, boarder or day pupil, regardless of year group, has duties to perform to ensure the smooth running of the House.

### 4. Personal duties each morning: remember: C-D-T!

Curtains – open them!

Duvet – i.e. make your bed!

Tidy – your room!

This will not take you long, a matter of minutes, but will keep the House looking tidy and will prevent you incurring the cleaners' / matron's / Mr Retter's wrath!

### 5. Use of the kitchen:

All cooking equipment, crockery and cutlery must be washed, dried and put away by the person using it immediately after use. At the beginning of the year you will be supplied with a mug for your use during the 430pm tea slot – it is your responsibility to wash this up afterwards and to store it in your room.

### 6. All visitors to the House:

- a) We welcome visitors to the House, but for obvious reasons all visitors from other Houses must remain in “public areas” only.
- b) Intruder Policy: should you spot a stranger in the House please make a member of the House staff aware immediately; if they are official visitors they will have a Gresham's visitor's badge - see notices around the House for further details.
- c) Parents: kindly respect the boys' privacy; you must report to a member of staff before heading to your son's room/dorm, as the duty master/matron needs to know who is in the house at all times - this also helps to prevent embarrassment on both sides!
- d) Visits: Parents are encouraged to attend all School functions and special House activities such as House Matches, House Plays and House Music.

### 7. Problems/queries?

Matron and/or the house tuck shop will have most things you might need – spare games kit, razors, toothbrushes etc. If you have any anxieties or concerns do talk to a member of the House staff or to a prefect, if you prefer. Remember, we are here for you and will do all that we can to ensure that you have an enjoyable and productive stay in Woodlands.

## 8. Security & Items of value:

Each boy has a place that they can use to lock away valuables and other things that are important to them. All boys should bring a **medium-sized, secure padlock (the key - type)** to school and, as keys have a habit of getting lost from time to time, **spare keys should be clearly labelled and left with Mr Retter**. Small items of value should be secured in a cupboard or strong tuck-box. Any item of value, particularly large ones, e.g. phones, stereos, laptops, IPODs etc should be clearly marked with some sort of indelible pen and labelled with a name too. It can take a long time to reunite unnamed items with their rightful owner over such a large site. Kindly ensure that any particularly valuable equipment is insured under your home insurance policy; such items are brought to school at the owner's risk.

## 9. Pocket Money:

As regards the amount of pocket money your son should have, this is a matter that is entirely up to you. It is important not to give too much or too little: both can potentially lead to issues. We feel it is best for the pupils to begin to learn to manage their own finances, perhaps with a small allowance being paid into a bank account or the like – as a guideline approximately £15 per week should suffice.

Whichever method is chosen, it is obviously advisable that no boy should carry a large sum of money around with him – the absolute maximum is £20. All boys have lockable storage, so wallets should not be left lying around. If a substantial amount needs to be brought to school for a specific purpose, I would prefer it to be lodged with me until it is actually required. Any boy who mislays his cash card should notify his bank and Mr Retter immediately.

## 10. Bikes:

Pupils are welcome to bring their bike to school; a suitable helmet must be worn when cycling. There are bike racks at the rear of the car park. Please ensure that bikes are suitably secure and are not left behind at the end of term. The local constabulary recommends that postcodes are stamped on the bike frame and that the chassis number, as well as full details of colour, make and model, are noted. As with other valuable items, kindly ensure that your son's bike is insured, either under your home insurance policy or otherwise.

## 11. Fire Safety:

Read the notices posted in the House that tell you what to do if there is a fire alarm; always take alarms seriously as it could be for real – proceed as calmly as possible to the assembly point, next to the sports hall. Day and night-time fire drills will take place every term so that all are well versed in what to do in the event of a fire. Do not fiddle with fire

fighting equipment (fire extinguishers in the corridor and the fire blanket in the kitchen) – your life or that of somebody else could depend on it. Ensure that you know where the nearest fire exit is to your study/dorm; also work out the second nearest fire exit in case the nearest fire exit is blocked. Matches, lighters and candles are not allowed. Self-closing doors must not be propped open.

#### 12. Signing out:

Any boy out of the House for registration or after 5pm must sign out and back in on return. Day boys must sign out in the book when leaving; day boys and weekly boarders must sign out in person with matron on Saturday afternoon between 3.30pm and 4.30pm or in the book if after this slot. Keep an eye on the whiteboard for messages.

#### 13. Parents: Contacting Mr Retter:

The preferred methods are by email or answerphone message. It is very difficult to say exactly when I am free owing to teaching commitments, but I will endeavour to be in my study from 7:45am until 8am (which is a good time if you wish to speak to me in person), at lunchtime just before and after rollcall and periodically throughout the day. At break times I am usually in the staff common room. Please do leave a message on the answerphone or send an email and you will be contacted at the earliest opportunity. 8am-9am is a very busy time in the House and is not a good time for a lengthy discussion; I can give any concerns far greater attention before or after this slot! Do please try Matron if I am not available.

#### 14. Prep:

We advise all pupils to stay for prep each evening. Parents, please do not contact your son during prep time or after lights out – it can be very disruptive to others. Between 730pm & 830pm there is a second prep/quiet hour. Day boys are welcome to stay, though are not required to do so.

Total time expected to be devoted to prep:

Years 9 & 10: 7.5 hours per week

Year 11 & 6th Form: 11.25 hours per week

#### 15. Holidays:

Permission is required from the Headmaster for boys to arrive or depart early or late at either end of term and will usually only be granted under special circumstances.

#### 16. Study periods:

Sixth Form pupils have a number of study periods allocated to them. During this time they are required to be in their studies or in one of the school libraries; sixth formers

whose work is sub-standard are required to report to a supervised study class during their study periods.

#### 17. Absences other than through illness:

Permission is required for necessary visits for any non-school organised activity, for example interviews, important family functions and the like. Permission will normally be granted, but will need to be approved by the Headmaster; the most efficient way of doing so is to email the Headmaster directly and to cc me at [fretter@greshams.com](mailto:fretter@greshams.com). There is a special form for university visits which requires Sixth Formers to clear the visit with the Housemaster and their individual teachers.

#### 18. Deodorants:

These must be of the roll-on variety.

#### 19. Car park:

Please do take care when dropping off and picking up, as space is at a premium. The car park is particularly busy from 7.50am onwards. An alternative drop off point is next to the Sports Hall; this area is frequently less congested than the area directly behind the House.

#### 20. Driving:

As we have very little parking space and out of a concern for our pupils' safety we are not able to allow many pupils to use cars. The full stipulations are set out in the school rules. Only Upper Sixth pupils may bring a car to school and must have a permit; an application form can be obtained from the Headmaster's Office. There may be exceptional cases which the Headmaster will consider on an individual basis. Please also be mindful of the **5mph** speed limit on the school grounds.

#### 21. Damage/Furniture:

- Damage must be reported to Mr Retter immediately.
- Damage will be billed for.
- Nails, pins and sellotape must not be used on walls, woodwork or ceilings.
- Non-offensive posters only – if in doubt please ask first!
- Please do not move furniture without checking with Mr Retter or matron first.

#### 22. Day boys:

Day boys are most welcome to stay late if they so wish; however House and school procedures then apply as if they were boarding. It is usually possible for day boys to board if they are finishing an activity very late in the evening; if this is the case an email is required, as far in advance as possible. It is usually possible for day boys to board if

parents are away – please give plenty of notice; the nightly charge is available from accounts/the registrar.

### 23. Fridges, heaters and kettles:

Fridges, heaters and kettles are not allowed; all pupils have access to the kitchen. Extra blankets can be requested from matron!

### 24. Lost property:

Inevitably in a large House items do go missing from time to time; most **named** items find their way back to their owners very quickly! If you do lose something report it at the earliest opportunity so that house staff can check the house lost property and be ready to give a full description of the item. Do check carefully around the House and in the school lost property areas – items of great value such as mobile phones and jewellery are sent to the school office, school uniform and files to reception and sports equipment and sports clothing to the sports hall. With the exception of items of great value, items not claimed within two weeks are recycled.

### 25. House Forum:

This meets regularly to discuss House issues, with a representative from each year group. It has generated many excellent ideas in the past five years, so support it and make your contribution!

### 26. School bags:

These are ***compulsory*** for pupils in years 9-11 and highly recommended for Sixth Formers. Anecdotal evidence suggests that those with bags lose fewer personal belongings!

### 27. House “Supplies”:

The House supplies basic “rations” – bread, butter, tea, coffee etc for use at break times, after games and in the evening. A well-stocked house tuckshop opens in the evenings.

### 28. For pupils: How to contact the member of staff on duty:

During prep the prep duty staff will be around the house. After prep, the duty staff member will be based in the visiting tutor’s study, but will be around the House from time to time also. The best time to contact them is immediately before or after rollcalls. You may also ring the duty staff mobile number (07833 206453). Residential house staff are frequently available around the house throughout the week, but please avoid contacting House staff who are not on duty unless it is an EMERGENCY.

### 29. Friday afternoons:

Friday afternoon is the “service afternoon” slot, with Years 10-13 doing either CCF (=Combined Cadet Force) or CAS / service activities. Year 9 have the option to join the CCF later in the year.

### 30. Changing room:

There is a changing room for sport for the Year 9 and Year 10 day pupils adjacent to the laundry room, with showers opposite. Pupils in other year groups change for games in their dorm/study.

### 31. IDEAS!!!

Some of the best ideas come from members of the House. I can guarantee that I will always listen to constructive ideas...the answer will sometimes be “No” but your ideas will be considered! Do feedback regularly to your year-group representative on the House Forum.

### 32. Junior House Shield, Senior House Trophy & Roger Hagen Plate:

These are awards presented to a pupil in the respective year groups, in recognition of excellent contribution to House activities, at the end of the academic year at the Woodlands House Barbecue.

### 33. Haircuts:

All boys are to have tidy, neatly brushed hair, which should be a natural colour. Hair needs to be off the face and off the collar, with ears showing. Hair clippers are not allowed in school.

### 34. Information:

Much information is contained in the online school calendar. Day-to-day information is communicated via various means, at rollcalls, via House noticeboards and the electronic noticeboards. Check these - and your school email – regularly, at least twice a day. Inter-house competition results and short updates of house news are tweeted regularly - Woodlands House (@house\_woodlands).

## **SPECIFIC TIPS FOR ALL NEW BOARDERS & PARENTS**

### 1. Luggage:

It may be tempting for boarders to bring large amounts of clothing; this is simply not necessary and can lead to storage problems, as well as hefty excess baggage charges when you finally return home! All suitcases and trunks must be stored in the trunk room during term time. We have a small number of storage trunks which can be leased or bought; new ones are readily available from suppliers such as [storagetrunks.co.uk](http://storagetrunks.co.uk)

### 2. Storage during the holidays:

We have only limited space for the storage of full boarders' items only during the Christmas, Easter and Summer holidays. We recommend that everything be taken home at the end of each term. Overseas boarders may store **one** trunk/suitcase (at their own risk) here during the holidays in the trunk room, which must be collected immediately upon arrival back at school. Boys are required to clear their rooms completely at the end of term, but are not required to do so during half term holidays.

### 3. Weekend Activities:

Mr Bealey is the Weekend activities Co-ordinator – he organizes a range of trips throughout the year. In addition the House organizes occasional trips and activities too, particularly at the beginning of the year. The cost of such trips is added to the next term's bill – for example, the typical cost for a cinema trip is £7.50, for a bowling trip £10. The actual amount will clearly depend on the activity – parents are informed beforehand if the cost is larger than £20. As a guideline, a typical full boarder may well be charged £20-£150 each term for such trips, depending on how many trips they have undertaken.

### 4. Emergency at night:

If you are unwell, go to see matron – ring on her bell; if she is off duty go to Mr Retter's study or Mr West's flat and ring the bell. Use the phone numbers if necessary. If you are unable to walk that far, wake up one of your friends / neighbours and they will help.

### 5. Home Weekends:

We feel that it is beneficial for pupils to have a “weekend away” to recharge their batteries, whether this is returning home or to a guardian's; however the House will be

open at Home Weekends for those for who need to stay at school – an additional charge is made for this (the amount charged is available from the registrar/accounts).

#### 6. Casual Clothes:

Do not bring vast amounts of casual clothes. There is not a lot of storage space, so just bring enough for the weekends and after games on Tuesday & Thursday if you wish.

#### 7. Laundry:

All bed linen is provided by the House, including duvets and pillows. Sheet change takes place every Friday morning; clean sheets and pillowcases are provided for each pupil every week - the duvet cover is replaced once a fortnight. Dirty laundry should be deposited in the appropriate container in the telephone room, adjacent to the main entrance – most boys do this on the way to breakfast in the morning! Boarders must send their school shirts to the school laundry; boys are also encouraged to use the House washing machines themselves, but they must arrange this with matron first to arrange a slot.

#### 8. Mobile telephones and other electronic devices:

Telephones, iPads, laptops and the like belonging to pupils in Years 9 & 10 are collected at bedtimes to minimize disruption to others. Year 9 pupils are not allowed to have their phones with them during the school day until the summer term; this gives staff time to discuss phone and social media usage fully and is designed to minimize the risk of cyber-bullying. There is further guidance regarding the use of mobile phones in the pastoral guide booklet.

#### 9. Passports of full boarders:

Passports are kept locked away by Mr Retter; full boarders should hand them in to Mr Retter at the earliest opportunity.

#### 10. Travel arrangements for airports & London:

At Home Weekends, half-terms and at the beginning and end of term a travel service is offered to Norwich railway station, from where pupils may catch trains to London and elsewhere, and also to the various airports. Parents of full boarders are sent details of the online system for submitting travel details.

## 11. Back in House Times & Bedtimes:

Bedtime varies according to each year group. **It is not permitted to visit other bedsits/dorms after lights-out.** Excessive noise or talking will be punished, as it is not fair on those who are tired and want to go to sleep.

Year group:	Back in House Time:	To dorm/bedsit:	Lights out:
9	9pm	9.30pm	9.45pm
10	9.15pm	9.45pm	10pm
11	9.45pm	10pm	10.15pm
12	10.15pm	10.30pm	10.45pm
13	10.30pm	10.45pm	11pm

Boys may, of course, go to bed earlier if they wish! Monday and Friday nights are “House evenings” – the boys are not permitted to visit other Houses except for organised school activities

## 12. Electrical Adaptors:

Full boarders from overseas will find that adaptors are very useful; these are usually easier to purchase before coming to the UK. Non-UK plugs may not be placed in sockets without an approved adaptor under any circumstances.

## FREQUENTLY ASKED QUESTIONS...

- 1) Can I change from being a day boy to boarding?
- 2) (As a full boarder): Can I go and stay at a friend’s house this weekend?
- 3) Can I change sets?
- 4) Can I swap games?
- 5) Can I have driving lessons at school?
- 6) Can I fly home early?
- 7) Can I go home early on a Saturday?
- 8) Can I change studies?
- 9) Can I have time off for my driving test?
- 10) I have regular medication – can I look after it myself?
- 11) Can I go into town?
- 12) Can I go to a different church?
- 13) Can I take time off during term time to visit a university?
- 14) I am a day boy – can I take part in weekend activities?
- 15) Can I go out with friends to celebrate my birthday?
- 16) What do I do if I have a problem?

- 1) This is normally possible; do try to give us as much notice as possible.
- 2) This is usually fine, providing that both sets of parents give their written consent in advance, confirming the arrangement, including travel and accommodation details; an email is fine for this purpose, but do please give as much notice as possible, so that any necessary logistical arrangements can be made and checked.
- 3) If you feel that you are not in the correct set, do speak to your subject teacher, academic tutor, Mr Retter or Mr Hipperson (Deputy Head Academic).
- 4) All boys in Years 9-11 are initially expected to do the main game for each term, i.e. Rugby in the Michaelmas Term, Hockey in the Lent Term and Cricket in the Summer Term; after a few weeks, once squads have been selected, it may be possible for some boys to swap to a different sport.
- 5) Yes; good slots are after games on Tuesday, Thursday and Saturday or on Sunday. Kindly keep Mr Retter informed of any arranged lessons. Lessons may not take place during lesson times, study periods or any other activity where a pupils' presence is required (eg choir, D of E etc).
- 6) Normally this is not possible; any request should be made in writing to the Headmaster.
- 7) On a Saturday school finishes after games has finished which can be at any time from 3.30pm, depending on whether you are involved in a match. Pupils who are off games are not allowed to leave before this time.
- 8) During the first term ("Michaelmas Term") rooms are allocated by Mr Retter; some choice is given for the other two terms for year 10 and above, although it is not always possible to accede to all requests. No changes must be made without Mr Retter's permission, even if both parties agree.
- 9) Pupils should arrange to take their test during the school holidays wherever possible, as missing term time is disruptive to your schooling. Permission must be sought for missing school during term time from the Headmaster.
- 10) Normally not; we have to operate under strict guidelines; please read the section on "1. Illness" (page 6) carefully. We have a protocol to follow regarding self-administering medicine – please discuss this with matron / Mr Retter, if applicable.
- 11) Yes, at the times permitted – see rear of school calendar for full details regarding timings and dress code.
- 12) Yes, let us know your requirements and we will make every effort to find out about services available nearby.

- 13) Clearly this can be disruptive to your schooling if it is excessive; do try to make use of university open days during the lengthy school holidays wherever possible. A university visits form - available from Mr Retter or from the Head of Sixth Form - must be filled in to seek permission to miss school for this purpose.
- 14) Of course! Just make sure that both House staff and your parents have approved this and have spoken about it.
- 15) Your birthday is an important occasion – it is important to mark it! However it is equally important that your school routine – and that of others – is not adversely affected. Tea in town during town leave time is the best option; the weekend is the best time for this. To avoid disappointment, please check any potential plans with Mr Retter first.
- 16) No problem is meant to be endured! Do talk to a member of the house staff or someone else you can talk to so that your problem can be addressed. In addition to the school staff we have a list of people you may wish to talk to – their phone numbers are displayed in the telephone kiosk and on the noticeboard outside matron's flat. The school counsellors are available for a chat on the phone or in the Health Centre; just drop in there to make a confidential appointment.

### **Contact Details:**

#### **Woodlands**



**Twitter:** Woodlands House (@house\_woodlands)

House Address:

Woodlands  
Cromer Road  
Holt  
Norfolk  
NR25 6DZ

Francis JV Retter  
Housemaster:

Telephone: **01263 714570** (Study & Answerphone)  
01263 713236 (Home & Answerphone)

Fax: 01263 715971

Email: [fretter@greshams.com](mailto:fretter@greshams.com)

House Mobile Number:

**07833 206453** (please use this number for calls in the evenings and at the weekends; this phone is carried by the duty member of staff.)

Ryan West  
Assistant Housemaster: Telephone: 01263 714571

Email: [rwest@greshams.com](mailto:rwest@greshams.com)

Tracey Cameron  
Matron: Telephone: 01263 714593 / 07810 376438

Pupils' phone: Telephone: 01263 712846

Other useful contact details:

Douglas Robb  
Headmaster 01263 714511 headmaster@greshams.com

Will Chuter  
Deputy Head (Pastoral) 01263 714509 wchuter@greshams.com

Tim Hipperson  
Deputy Head  
(Academic) 01263 714514 thipperson@greshams.com

Health Centre 01263 714517 healthcentre@greshams.com

School Shop 01263 714591

Auden Theatre Box Office 01263 714598

**Some Useful Dates:**

**2018: Michaelmas Term**  
Sunday, 2<sup>nd</sup> September

**Arrival of New Pupils & their parents.**  
(10am in Woodlands: see separate information).  
2pm in Woodlands: **The Gresham's Induction - all pupils**  
with their tutors.

Monday, 3<sup>rd</sup> September  
(8.55am, after chapel)

**Lessons begin.**

Monday, 1<sup>st</sup> &  
Tuesday, 2<sup>nd</sup> October

**Field Days**

All pupils are “off timetable” on these days. The Year 9 visit the First World War battlefields, departing early on Monday, 1<sup>st</sup> October and returning at 8pm on Wednesday 3<sup>rd</sup>. Other year groups undertake either CCF or non-corps activities on Field Days, returning to lessons on Wednesday 3<sup>rd</sup>.

Friday, 12<sup>th</sup> October  
(1500 Instrumental  
1630 Part Song

**House Music Competition  
Sports Hall**

This is a big event! Tickets are required - available free of charge – but they do run out quickly, particularly for the House Unison section. Details regarding ticket allocation will be emailed in September.

1830 Unison

Tickets **Pupils are free to leave for half term from 9pm; boarders may stay Friday night, but may not leave before 9pm.**

Friday, 16<sup>th</sup> November  
(4.15-6pm)

**Year Nine Parents’ Meeting  
The Britten Building & Auden Theatre**

This meeting is designed to allow you to meet your son’s teachers and discuss academic progress; you will have received a settling in report before the meeting.

Date to be confirmed

**House Quiz (pupils only)**; day boys are most welcome to stay. Timings to be confirmed.

Friday, 7<sup>th</sup> December

**6.30pm: Junior Carol Service:** this is compulsory for all pupils in Years 9-11; parents are welcome to attend also.

Tuesday, 11<sup>th</sup> December

**6.30pm: Sixth Form Carol Service:** this is compulsory for all Sixth Formers; parents are welcome to attend also. Pupils are free to leave for the Christmas holidays after this service; junior pupils (years 9-11) may leave after the end of final assembly at approximately 5pm.

Wednesday, 12<sup>th</sup> December

The boarding house closes at 12 noon.

**2019: Lent Term**

Date to be confirmed

*Woody Entertains (in Woodlands)*; parents and pupils are most welcome. Drinks for parents and Sixth Formers will be served after the event.

Date to be confirmed

*The Junior Woody Bash* in Woodlands; a charity fund-raising disco for Years 9 & 10.

**2019: Summer Term**

Date to be confirmed

**Sports Day**

Last week of term

**Woodlands Barbecue** – for all boys in the House and parents of Upper Sixth leavers.

Last day of term

**Speech Day**

Full details of the above and of other fixtures and important events are in the school calendar and on the school website: [www.greshams.com](http://www.greshams.com)

*This document is updated each year; any suggestions regarding it are gratefully received!*

**FJVR Summer, 2018**

(Review date: July, 2019)