

Oakeley



Handbook 2018-19

A little introduction to Oakeley.....

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

As you will be aware, Oakeley is in the midst of a complete rebuild and renovation. The new central block was started in the old garden, the East wing was renovated in July 2016 and the original house at the centre was demolished in July 2017. The new building was officially opened by actress Olivia Colman, Oakeley OG in February. We continue to operate as three separate buildings at present, but very much one House!



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

Student House Prefect body:

Head of House: Adrienne Flux

Deputy Head of House: Libby Noy

House Prefects: Amy Matthews, Leonora Riley, Jessica Spooner, Anastasia Shcherbakova, Marta Tallinn, Bettina Zur Muehlen,





Housemistress: Mrs Katrina Mousley.

Lives in the house currently next to Oakeley's central block with her husband Andrew and two daughters, Isla, 11 and Morgana, 8. Mrs Mousley also teaches Spanish and French to senior level.



House Tutor: Mrs Chunlian Greenfield.

Mrs Greenfield lives in the West wing with her husband and young family. She is new to Gresham's and will be teaching Mandarin, but has plenty of boarding experience and we look forward to welcoming her!



Matron: Mrs Denise Bunkell. Lives in the flat situated at the east wing of Oakeley and is married to Barry. Matron has two grown-up sons (ex-Woodlands) and over 17 years' experience in Oakeley! She also has a cat called Molly who is sometimes resident too.



Visiting and academic tutors:

- Mrs Julie Flower, Director of Pastoral Care
- Mrs Stephanie Gates, Head of Learning Support
- Miss Emma Whittle, Head of Psychology
- Miss Gathercole, Assistant Head Co-curricular, Biology
- Ms Bridget O'Brien, Director of Drama
- Ms Kaz Higashi, Teacher of Business Studies
- Miss Sophie Mullan, Teacher of Geography and PE
- Mrs Katrina Robinson, Teacher of ESL
- Miss Sophie King, Teacher of Geography
- Miss Anne Unterheiner, Assistant Librarian and French Assistant (resident in East wing)

Staff on duty:

Matron is on duty in the house from 7.10am and opens the medical room from 7.30am. Her 'down time' is 5.30—9.30pm so please do not disturb her during this time.

Resident staff will register all girls at 8.10am and be around to give notices and answer questions.

Prep staff come on duty at 4.45pm until 7.45pm then evening staff will cover from 7.30pm until 10.30pm. They will be around the House and use the office off the common room, so when they are not patrolling the house, this is where you can find them. There will also be additional staff in the East wing.

Mrs Mousley is normally in the office when not teaching. If she is not in her office and there is something urgent that cannot be dealt with by the member of staff on duty and cannot wait please ring her house doorbell by the common room fire exit.

You must be prompt to all registrations and roll calls.

Night time:

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

IMPORTANT CONTACT DETAILS:

Please email

kmousley@greshams.com (parents and students)

Duty phone

07833 206 454— Programme this into your mobiles now!

Day student absences and off Games' must be emailed or called in before 8am.

Alternative numbers:

Matron: 07899037361

Housemistress mobile: 07796603936

House Tutor: 07900937881



Daily Routine:

(Morning)

7.05am Wake-up bell

7am-7.45am Breakfast CFB

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

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

(Afternoon)

1.45pm Registration in Common Room

Lessons or Games

4.30pm High tea in House (known in House as 'Tiffin')

Various activities and Electives follow.

(Evening)

5.25pm Roll call in the Common Room

5.30pm Prep in house

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

7pm Supper (Juniors Tues/Thurs, Seniors Mon/Weds/Fri)

7.40pm Roll call in the Common Room

7.40-8.30pm Quiet time for all

Curfew and Bedtimes vary—see next page.

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

Girls must sign out home in the file in the central block.

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

Music should not be heard outside dorms.

Year 9 do prep together with a Prefect in the common room.



IF IN DOUBT SIGN OUT!

We must know where you are at any time outside lessons.

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

Bed times:

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

**Return to House by:**

Year 9 – 9.00.pm

Year 10 – 9.15.pm

Year 11 – 9.45.pm

L6th – 10.15.pm

U6th – 10.30.pm

The library is open during Prep and on Sunday afternoons.

Mondays and Fridays are curfew nights.

If you have been on a school trip, rehearsal or function and have returned late, you will need to be let in by a member of staff on your return.

Bedtimes (lights out):

Year 9—9.45 p.m. (Hand in devices at 9.30pm)

Year 10— 10.00 p.m. (Hand in devices at 9.45pm)

Yr 11 - 10.15 p.m.

L6th—10.30 p.m

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

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

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

**Staff do not enjoy nagging (telling girls off!)
please stick to the rules in this booklet.
Extra phones or devices found
during term time will be confiscated.**

Eating and Drinking:

All pupils must attend all school meals. There are many healthy options available, including salad and fruit. Please don't leave girls to go alone to meals. Staff and Prefects will check your attendance if we have concerns.

Drinking water is available throughout the House.

Use of House Kitchen and Tea bar:

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

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

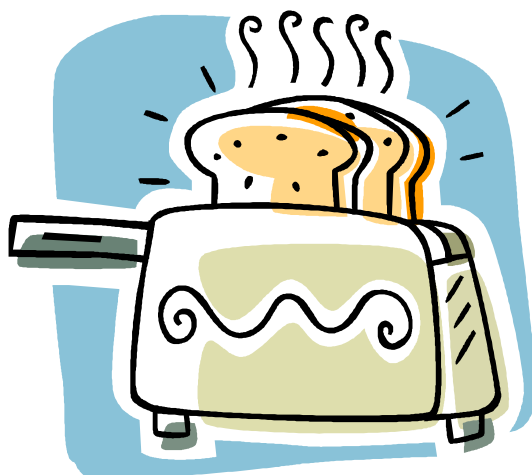
If you are using the cooker please use the oven gloves provided to handle hot dishes.

As you are expected to eat school meals and for hygiene reasons, **raw meat and fish is not permitted in the House fridges and will be disposed of.**

Leave surfaces clean and put plates etc in the dishwasher. Return packets and jars to the cupboards and butter to the fridge, and put the bread back.

Check if you are on kitchen duty by checking the rota on the kitchen door.

Girls are free to store their own snacks and if an item of food is named it does not belong to the house!



Exercise:

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



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

Try to enjoy exercise, it can improve your mood!

Early morning jogging must also be agreed the night before and no-one must go alone or off the school site.

Off Games:

Girls must obtain a chit from Matron or Mrs Mousley, Day students must have a letter or email from parents. Present the chit in person to the member of staff coaching you for games, get it signed by them and then attend the correct supervised study session.

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

If you are unhappy about anything:

Please talk to a member of staff **first**. You should feel free to talk to any members of staff connected to Oakeley. It is not nice for parents to hear only the bad things and can be confusing for staff.

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

Bullying:

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

House Security:

All doors operate on a bio-reader from 6.30am to 10.30pm (thumb or finger print).

ALL parents and visitors wishing to enter the House are expected to ring the bell to the main entrance and speak to staff.

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

The external doors are alarmed overnight and can only be opened in an emergency by the green break glass button located next to the doors.

Doors will open automatically when the fire alarm sounds.



Parents are kindly reminded not to enter the boarding house without speaking to staff.

Strangers in the House:

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

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

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

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

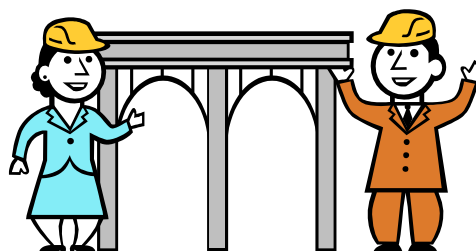
The Driveway:

This area can be very busy at certain times of the day. Please be careful as you step out of the House, particularly when moving between the House and the West wing as cars may be turning in.

Using The Bridge:

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

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



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

Be sensible and responsible for your own possessions and valuables. Although extremely rare, Mobile phones, money, bank cards, and iPods are easily stolen and difficult to trace.

Every pupil has a lockable space with a key provided or a space for a padlock to lock up your valuables. Padlocks are available from Matron at £1.00 each. Keep your key in a secure place and do not tell your friends where this is, or give them the code to your padlock.

You do not need large sums of money! Keep any cash locked away or sign up for a bank account in town. Let a member of staff know if you need help with this.



House staff can look after small amounts of pocket money and passports.

Girls must not borrow or lend money to other pupils.

Fire !

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

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

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

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

Do not stop to get anything.

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



Devices and more!

Relaxation is important and devices may be watched/used at times **other** than lessons, study periods, prep, CCF, hobbies or games. Social networking sites are blocked during the day.



Films and series should be of an appropriate age rating for **ALL** those watching and you should expect staff to verify this.

All activity relating to any device should follow very detailed school rules and you should expect devices to be taken away if you cannot adhere to these. Please do not share Touch IDs or passcodes to your devices with friends.

Music— please keep the volume down or wear head phones, remember the House contains over 65 girls. Be quiet during Prep and respect the fact that others may have a heavier work load than you and assignments to complete.

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

Boys:

Male visitors are welcome in the House, if invited in by a girl, but **only** in the central block **common room and kitchen**.

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

Public demonstrations of affection (PDA)

If your conduct is not acceptable you must expect to be spoken to and asked to act in a proper manner.



Adopt a Healthy Lifestyle and Avoid Known Risk Factors:

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

Town Leave:

Monday—Friday With the new timetable this has yet to be agreed. We will let you know as soon as possible.

Saturdays

Not before 3.30 p.m and you must return for 6.30pm roll call. Seniors may have town leave for supper in agreement with staff.

Sundays

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

Remember to sign out and back in again!

Dress for Town Leave

Please make sure you are dressed appropriately. Residents will know you are from Gresham's even without a uniform.

No games kit to be worn.

If you can see up it, down it or through it it is not for school wear and you will be asked to change.



Psssst ! Did you know

Matron can supply you with:

Tights, Tampons, Sanitary Towels, Toothpaste, Toothbrushes

If you haven't got it – Matron usually has! Just ask – you will be amazed and it will save a trip to town.

Be kind and considerate....

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

Personal Appearance:

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

Juniors should not be wearing obvious make-up, nail varnish or excessive jewellery (studs, one ring and one necklace is ample).

No dark nail varnish for Seniors, or long dangly necklaces or earrings. Skirts should be tailored, loose-fitting and close to knee length.



Laundry:

Make sure all your belongings are named. Un-marked items will be kept in the laundry room. Put all dirty clothes in your laundry bag and take to Matron when full. The washing is done on a daily basis by Matron (don't forget to thank her!) All clothes must be machine washable and be able to go in the tumble dryer.



SIXTH FORM may use the machines themselves at certain times of the day.

Ask Matron for help and advice if you are unsure of how to operate the machines to avoid ruining your favourite clothes.

Bed Change:

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

Please keep your room tidy a messy house is not relaxing for anyone. Let us know if things get broken / need replacing. Help with house security by closing curtains and windows at night.



What to do when you are unwell

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

There is a Doctor or prescribing nurse in School every weekday morning for boarders from 8.15 a.m.

If you are unwell firstly report to Matron in the morning and tell her you wish to see the Doctor. Matron will let the Health Centre know where you will wait to see the G.P. on duty.

On Matron's day off (Monday) please speak to Mrs Mousley or Mrs Greenfield.

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

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



Medication

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

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

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

Any medication left lying around will be removed.

Your medication must be recognised in the UK.



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

And finally.....

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

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