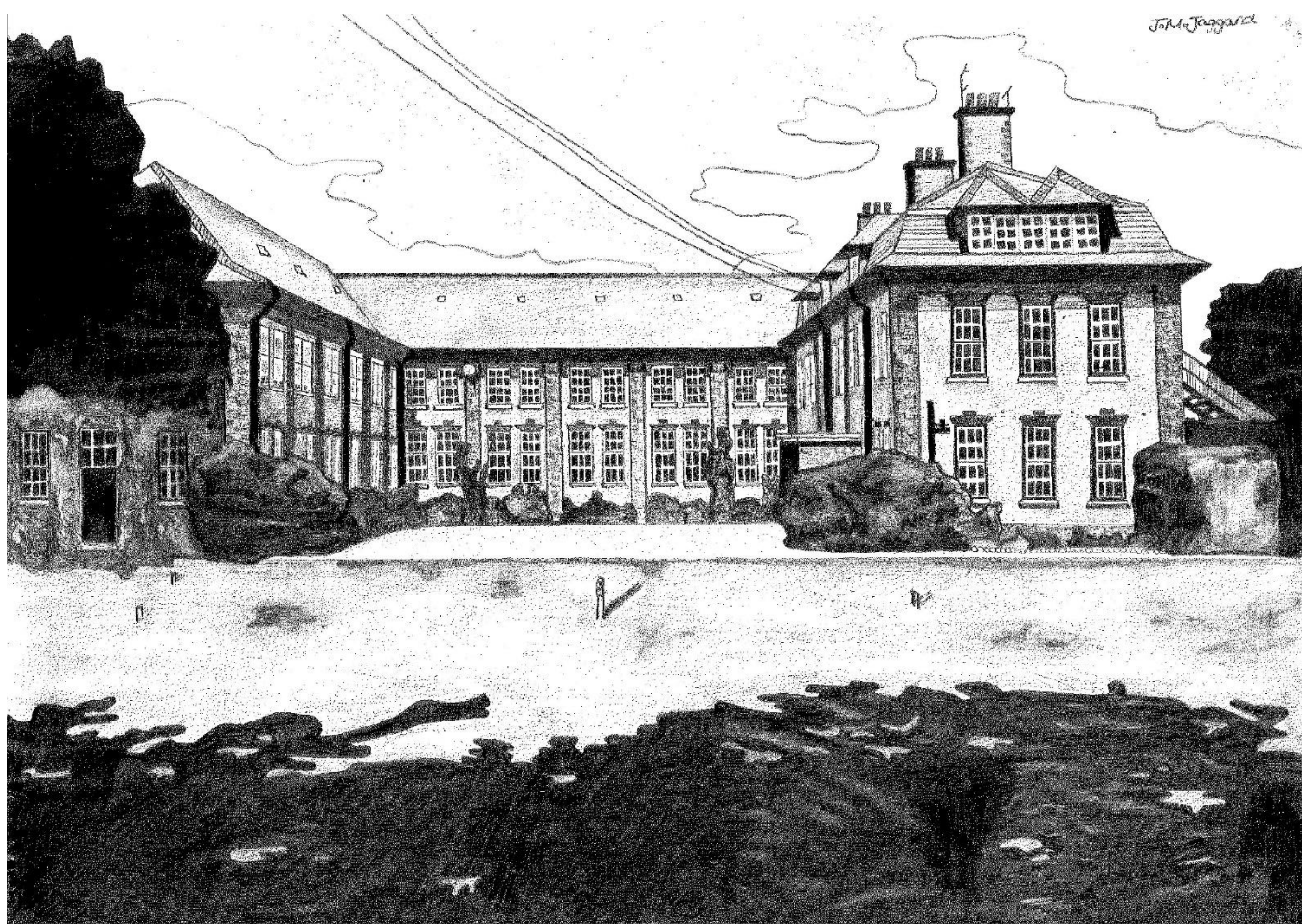


# Farfield House Guide

## 2017/18





## Location of Farfield

Farfield – we are the H shaped building facing the Cromer Road. We have a car park to the rear of the House by the Auden Theatre





## Introduction from the Housemaster



2016/17 was a very positive and happy year in Farfield. We had a good set of examination grades and a number of excellent performances in all areas of School life. The boys retained the House Music and Swimming trophies for another year and we added the table tennis and inaugural House Cooking Competition to the trophy cabinet. Farfield Entertains was a super evening of light hearted entertainment. My aim last year was for the House to get fitter and healthier and they led by example with Dave

Green helping on Monday afternoons with fitness and Ash with Boxercise.

I believe that Farfield is a happy and thriving House and one the boys will forever hold close to their heart. We are hugely family orientated and with a close knit House team really hope we provide that "Home from Home" feel. We now have been in Norfolk for over 8 years having originally lived in South London. Sarah and I felt in early 2009 the best move for the family was to the country and I was fortunate enough to be offered a position at Gresham's initially as Head of Geography. We love the Norfolk way of life and particularly the family nature of Gresham's and its surrounds. Our girls, Jemima and Imogen have both been born in Norfolk.

Charles Hickman is the new Head of House and with Kieran Peters and Archie Hoo as Deputy Heads of House this year promises very much.

I hope that the following guide is useful but of course please contact me if you have any further questions. Sarah and I are always delighted to welcome you for a cup of tea at any time, just drop me a line!

*Domine Hickman*



## **Residential Staff Contact Details**

### **Duty Mobile**

The number for this is **07833 206 445**. Please use this number between 17.30hrs and 23.00hrs to contact a member of staff in the House. If not available please call the office number below.

### **Housemaster**

Dominic Atkinson [datkinson@greshams.com](mailto:datkinson@greshams.com) **01263 714566 and 07881943186**

I live in Farfield with Sarah, our daughters Jemima (7), Imogen (6) and dogs, Dennis and Tilly. **To contact me please use the landline number to my office above.** It is likely that I will be around the House or the School so please either leave a voicemail message for me to return or email me. I will reply to all calls and emails as soon as possible. To see me personally please make an appointment via a call or email and we can usually sort this out within 24 hours. I would find these face to face meetings particularly important over serious issues. **My mobile is 07881943186.**

### **House Matron**

Emma Brigham [ebrigham@greshams.com](mailto:ebrigham@greshams.com)

Emma has a "cottage" in the House and is responsible for all matters of clothing and healthcare and of course 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. I will inform you of any serious healthcare issues.

### **Assistant Housemaster**

David Saker [dsaker@greshams.com](mailto:dsaker@greshams.com)

David is resident in the House and is available to help boys with their studies and for pastoral care. He also is responsible for the House every other weekend and 1 night a week. He lives with his lovely wife Alice and their daughter Adeline.

### **Evening Staff**

Freddie Grounds, Peter Detnon and Steve Lowe will assist on weekday night duty nights in addition to Prep Tutors including Mr Kemp, Lewis, Coleman, Peacock and Mack.

### **Tutors**

Your child will also be appointed an academic tutor who will work closely with me to look after academic performance. They will contact you in the first week of term to introduce themselves.

## **Accommodation**

Farfield is an H shaped House with various corridors for each year group.

### **Day Boys**

Day Boys will share a study with another member of their year group. This 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 work room behind the Common Room and over time will be able to leave books there or in their studies. The work room will also have a shelf of useful text books to assist with studies.

### **Boarders**

Boarders live on the first floor of the building above the Common Room and also in New Wing. 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.

### **Kitchens**

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 provided above the usual school meals.

### **Computer Room**

We have an ICT suite located by the Common Room entrance with printer and 5 computers.

### **Common Room**

The Common Room is the location for relaxation and a House meeting point. There are a range of roles which this room has such as a TV room, games room, reading room and work room. I am hoping that all pupils will use the room regularly and take access of the various facilities.

### ***Preparing for House Music***





## *End of Year Speeches*



## *Farfield Entertains*



## School Day

### 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 07881943186** or **phone 01263 714566** to leave a message between 7.30am and 8.05am.

If your child is late they must sign in before Chapel at Reception.

### Timetable

	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 <sup>st</sup>	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 <sup>nd</sup>	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 <sup>rd</sup>	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	10.05 – 10.50
4 <sup>th</sup>	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 <sup>th</sup>	12.30 – 1.15 (6 <sup>th</sup> Form only)	12.30 – 1.15 (6 <sup>th</sup> Form only)	12.30 – 1.15 (6 <sup>th</sup> Form only)	12.30 – 1.15 (Year 11 & 6 <sup>th</sup> Form only)	12.30 – 1.15 (6 <sup>th</sup> form only)	11.35-11.50 Break  11.50-12.50 Enrichment
L	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
6 <sup>th</sup>	2.00-2.45	Games	2.00-2.45	2.00-2.45	2.00-2.45 Year 9 Lesson	Games
7 <sup>th</sup>	2.50-3.35		2.50-3.35	2.50-3.35	2.50 – 3.35 Year 9 Lesson	
8 <sup>th</sup>	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	
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	

## **Farfield A-Z**

If there is anything that has been missed please inform me [datkinson@greshams.com](mailto:datkinson@greshams.com) so I can update and send a fresh copy out!

### **Academic Matters**

I will be keeping a close eye on the academic performance of the pupils alongside the Heads of Department and the tutor which each pupil is assigned. Whilst I trust all pupils to work diligently in their rooms; if standards slip work will take place under close supervision in the work room with the Year 9 pupils.

### **Alcohol**

Alcohol can only be administered by the Housemaster at special events and to the 6<sup>th</sup> Form only. Apart from this alcohol is banned as per school rules.

### **Bed Times**

#### **Monday to Friday (and Sunday)**

	<b>Upstairs</b>	<b>Lights Out</b>
3 <sup>rd</sup> Form	9.30pm	9.45pm
4 <sup>th</sup> Form	9.45pm	10.00pm
5 <sup>th</sup> Form	10.00pm	10.15pm
Lower 6 <sup>th</sup> Form	10.15pm	10.30pm
Upper 6 <sup>th</sup> Form	10.30pm	10.45pm

*These are slightly adjusted for Saturday night.*

### **Bicycles**

If these are used Mr Atkinson should be made aware. Boys must wear helmets and have functioning locks and lights. They can be stored outside the boys' side front door.

### **Boarders off site**

If a boarder wishes to be off site during the weekend such as visiting friends or relatives permission must be sought. If travelling to a friend I will also seek the permission of those friends' parents.



## **Buddy System**

Farfield will be operating a buddy system from September 2017. Each new member of the House will be paired with an established 6<sup>th</sup> Form member to act as someone to ask questions, talk to and find out about the school.

## **Bullying**

Bullying is simply not tolerated at the School and within the House. If a pupil feels they are being victimised they must come forward and speak to the Housemaster or another member of staff.

## **Cleaning**

We have a wonderful team of cleaners, many of whom have worked here for many years. They are an invaluable part of the team and always welcome a natter with the boys and catch up. We have Bridget Wendy, Lisa and Charlotte.

## **Clothing**

All clothes should have nametags to avoid unnecessary loss. Casual clothes can be worn after formal activities have finished and at the weekends. The School Shop stores all the necessary clothing.

## **Commendations and Achievements**

The School regularly rewards pupils for hard work and endeavour. These will also be celebrated in the House through small prizes, certificates etc.

## **Contact Details**

I will store all parents and pupils contact details in my master file. Please inform me of any changes so I can update the records accordingly.

## **Damages**

I am aware that damages occur. Whilst accidents happen sometimes this is not the case. It is vital that any damage, however minor is reported to Mr Atkinson immediately. This will not only limit any issues there might be but also demonstrate trust and loyalty within the House.

## **Day Pupils and Boarding**

If you would like your child to board for an evening it is important that the Housemaster is informed at least 48 hours in advance. I understand that this is not always possible but early indication is welcome. We will only be able to offer a bed in a part of the House that is free. This is currently limited but we should find space.

There is a cost to this which is added to the fee account. If you would like your child to board over the weekend I will need to know by Thursday at the latest of that week.

### **Duties**

To enable smooth functioning of the house pupils are required to undertake duties such as collecting break, provisions, cleaning the kitchens etc.

### **Films**

We have a regular film night in the House both educational based and feature films. I would encourage all day pupils to stay and watch after 8pm if they so wish on Wednesday and/or Friday nights.

### **Fire Drills**

As part of Health and Safety requirements these will happen regularly. I will brief the House on the proper method and instruction of leaving the House.

### **Games**

We have a table tennis table and pool table in the Common Room in addition to a selection of board games.

### **Holidays**

Pupils are requested to return at the times specified in the calendar. If this is not possible please contact me to discuss further.

### **Home Weekends**

The House remains open if pupils require accommodation. However I recommend that pupils get time away if possible. To arrange relevant travel please email [travel@greshams.com](mailto:travel@greshams.com).

### **Homework**

This 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. 6<sup>th</sup> Form pupils would be expected to work well beyond the times above at crucial points in the year.



## **House Assemblies**

It is compulsory for all pupils to attend unless a special request for absence. At times the above might change due to events such as House Music. For those who need to catch school buses the evening will start slightly earlier to cater for this.

## **House Forum**

The Head of House will chair a half termly House Forum. This will discuss issues arising in the House and be represented by a member of each year group.

## **House Music**

This is the major event in the Michaelmas Term. I will as far as possible make it not time heavy but towards the end of term this will be unavoidable. When pupils are required to stay late I will inform parents by email. Please apply for tickets early. Pupils leaving for flights are reminded that the boarding house is open on the Friday night and departures should take place on the Saturday.

## **House Security**

The House is locked every night and is only accessible by fingerprint recognition. Pupils will be made aware of the code and it is important this is not shared. I would like pupils to turn off lights and close windows in their studies as a matter of course. All expensive items should be safely stored away. I have spare padlocks if required.

## **IPADS and Tablets**

I am fully aware many pupils have tablets like me! I will however be taking these in from pupils initially as they can be a temptation too far. I urge you to please label these up with names and contact numbers if lost. I will name up any that are not done at the beginning of term.

## **Linen**

This is all provided by the House and Matron is responsible for organising the laundry system which the boys will be made aware of.

## **Medication**

This is administered by Matron. Pupils are allowed to self-medicate on discussion with parents, Matron, the Health Centre and myself.

## **Out of Bounds**

Pupils are not allowed onto the Cromer Road at any time or along the drive between Edinburgh and Farfield. The Woods are out of bounds past 5.30pm each evening.

## **Overseas Pupils**

A full induction for pupils from overseas will be provided by Mrs Ellis-Retter in the first week of the Michaelmas Term in addition to the induction on the first Sunday of term.

## **Parents' Meetings**

These are held periodically throughout the year to discuss progress of your son academically. It would also be a good time to catch up with me to discuss any issues. The dates of these can be found on the website.

## **Passports**

Mr Atkinson holds the passports for the boys in his safe in the office and issues these as and when required.

## **Telephone and Mobiles**

The House is not responsible for valuables such as mobile phones and these should be used at appropriate times. Mobiles will be taken in a bedtime from the boys in Year 9 to 11. They can collect these at registration in the morning. Mobiles should not be used in House to play games, Facebook etc. unless at suitable times.

## **Pocket Money**

Most boys will have bank accounts and can draw money accordingly. Boys will only require small amounts of money for the term and they should look after this carefully. Mr Atkinson can hold money if required and pupils can draw from him.

## **Postal Address and Parcels**

**The address for Farfield is –**

*Farfield House*

*Gresham's School*

*Cromer Road*

*Holt, Norfolk, NR25 6DZ*



## **Prefects**

The House management team is made up of Mr Atkinson, Matron, Mr Saker and the Prefects. The prefects have a very important position as role models for the younger pupils. The following appointments have been made this year –

**Head of House** – Charles Hickman

**Deputy Heads of House** – Kieran Peters and Archie Hoo

**House Prefects** – Will Retter, George Ward, Bryan Lee, Georgy Bezarashvili & Joachim Greene

## **Radios and Stereos**

Pupils are encouraged to bring and use these but must remember to turn off on leaving their rooms and to be used quietly!

## **Roomings**

I think long and hard about room placements for the pupils. If there are any problems boys should contact me in the first instance. Boarders unless requests are made will have the same room for the year.

## **Sanctions**

We follow the School Sanctions Policy in the House.

## **School Rules**

School rules apply at all times. I hope the boys are respectful, caring and loyal to their peers and the House.

## **Signing Out**

Pupils must regularly use the Signing Out Book which will be positioned by the Front Entrance. This is crucial to maintain an accurate list of pupils in the House.

## **Smoking**

This simply is not tolerated and will be dealt with sternly in the House.

## **Television**

Television in the Common Room can be watched before Homework and after 7.30pm. Sky TV is provided and big matches will be aired whenever possible. Tottenham Hotspur of course!

## **Use of Computers**

We have a brand new computer room which needs respectful use. Pupils should look after the equipment in addition to restocking printer supplies and paper whenever necessary. Pupils must use the computers using the ICT rules and regulations.

## **Visits**

Parents are welcome generally anytime. It would be wise to contact your child to avoid a wasted journey. I will endeavour to be at school matches where you can catch up over a cup of tea with me if need be. Parents are encouraged to attend School Functions and these can be found in the online calendar.

## **Useful Telephone Numbers**

**Health Centre – 01263 712142**

**School Shop – 01263 714591**

**Reception – 01263 714500 and [reception@greshams.com](mailto:reception@greshams.com)**

*Reception will pass on any messages to me as soon as possible*

**Auden Theatre Box Office – 01263 713444**



## **Farfield Calendar 2017/18**

**Saturday 2<sup>nd</sup> and Sunday 3<sup>rd</sup> September 2017** – Start of Term Arrangements

**Saturday 10<sup>th</sup> September 2017** – Pizza Evening for boarders

**Sunday 11<sup>th</sup> September 2017** – House Laserquest Trip

**Sunday 17<sup>th</sup> September 2017** – Sunday Funday for all pupils organised by the Prefect Team

**Friday 22<sup>nd</sup> September 2017** – Upper 6<sup>th</sup> Parents Meeting followed by Home Weekend – if you wish for your son to stay over that weekend we will lay on a small outing for boys. Please let me know by email.

**Friday 1<sup>st</sup> October 2017** – Drinks for parents in Mr and Mrs Atkinson's Private Side

**Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> October 2017** – Field Days

**Friday 20<sup>th</sup> October 2017** – House Music at 3pm in Sports Hall followed by drinks in Farfield

**Sunday 12<sup>th</sup> November 2017** – Remembrance Day, Holt at 11 am, all boarders and CCF cadets to attend

**Wednesday 15<sup>th</sup> November 2017** – Holt Lights from 5.30pm

**Friday 24<sup>th</sup> November 2017** – Year 9 Parents Meeting followed by Home Weekend - if you wish for your son to stay over that weekend we will lay on a small outing for the remaining boys.

**Wednesday 29<sup>th</sup> November to Friday 1<sup>st</sup> December 2017** – School Production in the Auden Theatre of "Guys and Dolls"

**Thursday 7<sup>th</sup> December 2017** - Christmas Dinner for 6<sup>th</sup> Form at 6.30pm onwards in the CFB

**Friday 8<sup>th</sup> December 2017** – Junior Carol Service and Christmas Drinks in Farfield for Parents

**Saturday 9<sup>th</sup> December 2017** - Christmas Dinner in Farfield for Upper 6<sup>th</sup> Form at 7.30pm onwards

**Monday 11<sup>th</sup> December 2017** - Christmas Lunch for Junior School Pupils

**Tuesday 12<sup>th</sup> December 2017** - Senior Carol Service and Term Ends but House open until midday on Wednesday

**Friday 26<sup>th</sup> January 2018** - Year 11 Parents Meeting followed by Home Weekend - if you wish for your son to stay over that weekend we will lay on a small outing for the remaining boys.

**Friday 2<sup>nd</sup> February 2018** – Drinks for parents in Mr and Mrs Atkinson's Private Side

**Friday 27<sup>th</sup> April 2018** – Farfield Entertains 5.30pm and 8pm, Common Room

**Thursday 28<sup>th</sup> June 2018** – Farfield House BBQ

**Friday 29<sup>th</sup> June 2018** – Sports Day and Drinks for Parents followed by Theatre in the Woods

**Saturday 30<sup>th</sup> June 2018** – End of Term and Speech Day followed by the Valedictory Ball

