



Oakeley



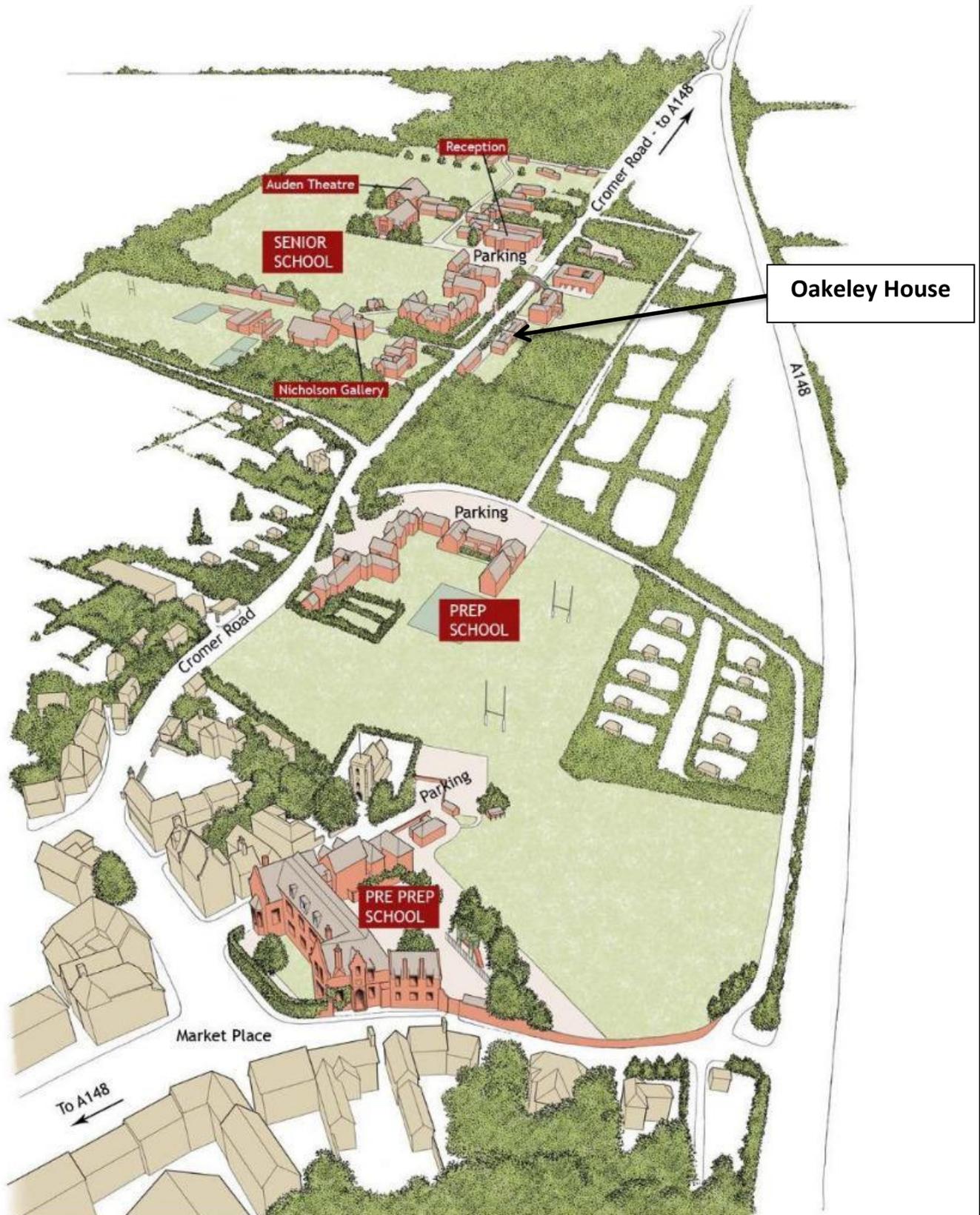
Handbook 2019-20

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.

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Location of Oakeley



Oakeley House
Cromer Road,
Holt,
Norfolk,
NR25 6DZ.

Welcome to Oakeley



A very warm welcome to Oakeley House! This is my first year as Housemistress of Oakeley and I am very excited about the year ahead. I teach English and Pilates at Gresham's as well as PSHE. I live in Oakeley with my husband, Rob, our seven year old son, William and four year old daughter, Madison. Before we came to North Norfolk we lived in Cranleigh for eighteen years where for four years I was a deputy Housemistress at Cranleigh School. In Oakeley we aim to create a happy family fun atmosphere where girls are kind and caring, and support each other in their many varied talents and endeavours. We want Oakeley girls to be resilient and to strive to be the very best they can be making the most of the many opportunities available at Gresham's. I hope that the following guide is useful but please do contact me if you have any further questions.



The House Team

Housemistress

Mrs Olivia Ravilious
oravilious@greshams.com
Mobile: 07796 603936



As Housemistress I have overall responsibility for the girls in the House and am the main point of contact for yourselves and your parents. I am here to help with any matters of concern; my door is always open. If you cannot find me in Oakeley (either in my office, around the House or in my home), do email or text me; otherwise, you can find me in the English Department where I teach. There will always be a member of staff on duty in Oakeley – their names can be found on the duty noticeboard as you enter the House.

Assistant Housemistress

Mrs Chunlian Greenfield.
cgreenfield@greshams.com
Phone: 07548 220700



Mrs Greenfield lives in the West wing with her husband and young family. She is in her second year at Gresham's and teaches Mandarin. She is responsible for Oakeley House one evening during the week and every other Saturday night/Sunday. Her door is always open for a chat.

Residential Matron

Mrs Denise Bunkell.
dbunkell@greshams.com
Phone: 07899 037361
Phone: 01263 714595



Denise 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 18 years of experience in Oakeley! She also has a cat called Molly who is sometimes resident too. Denise is responsible for the care of our girls, including their health, wellbeing and domestic matters. Matron is wonderfully kind and is very supportive of all the Oakeley girls; she is an excellent listener and encourages you to drop by for a chat.

Oakeley Tutors

Every pupil is assigned a Tutor who is a member of the House team. Your Tutor assists in monitoring your academic and co-curricular progress. They will discuss your reports with you and will meet with you at least twice a week as well as set academic goals with you. Your Tutor is usually the first person to notice when academic or other problems are occurring, and acts as a vital link between the pupil, the Housemaster or Housemistress, subject teachers and parents. Tutor groups are small, and great emphasis is placed on spending time with the individual, to support and stretch them most effectively. Mrs Chunlian Greenfield and Miss Sophie King tutor year 9. The girls then join vertical tutor groups for the remainder of their time at Gresham's. This means mixed tutor groups in years 10-13. Tutors will contact parents in the first week of term to introduce themselves.

Oakeley Tutors:

Julie Flower, Stephanie Gates, Fiona Gathercole, Kazue Hihashi, Darren Latchford, Sophie Mullan, Bridget O'Brien and Katrina Robinson.

As well as the resident team, Prep tutors oversee prep time in Oakeley (17.30-19.00, 19.30-20.30) making sure that it is quiet, productive and purposeful. They also provide academic guidance and support. Visiting tutors supervise the House in the evening from 19.30-22.30.

Housekeeping Staff



Joanne White



Sue Moore



Sarah Armstrong

The House cleaning team are here every weekday morning. They are a wonderful team and work hard to make sure Oakeley House is clean and tidy. Please help them by being responsible for your rooms, keeping them tidy and by putting all litter in the bin. It is important that you respect your rooms and furnishings; maintaining an organised room is essential in order to create a good working environment and a home that we can all enjoy.

Head of House and Prefect Team

Senior girls are given positions of responsibility in the House. Our Head of House this year is Ella Gill ably assisted by Molly Halimeh the Deputy Head of House. Our House and School Prefects supervise prep, take roll-calls and help with bedtimes. They are keen to support you in all aspects of your school life. You will also be buddied with a girl in the year above who will help you to settle in the House and at School.

An A to Z Guide

Absences

It is really important to let me know between 7.30 and 8.00am if you will be absent during the school day either via email or telephone. If you have an appointment during the School day I must have advance notice of this. It will also be necessary to email your teacher(s) to excuse yourself and find out what work you need to catch up on.

Bathrooms

You may take a bath or shower during your free time until bedtime. Please dress appropriately in the corridors. Matron has supplies of tampons/sanitary towels/tights/toiletries if you find you are without your own supply.

Bedding

We provide you with all the bedding you need, but you are welcome to bring your own duvet cover with you provided it is clearly labelled and can be machine washed. There is a regular sheet change every Monday night

Bedtimes

	Return to house	In own 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

The life of a Gresham's student is very busy so sleep is vital. Please make sure you are in your own room and quiet by your year group's bedtime.

Behaviour and bullying

Inconsiderate behaviour will not be tolerated in Oakeley House. We pride ourselves on being a respectful and inclusive community who endeavour to help and support each other. If you have any concerns about anyone please speak to one of the 6th form girls or a member of the House team.

Boarding

Day girls are welcome to board on a flexi basis when we have bed space. Please give at least 48 hours' notice. The cost will be added to the School bill.

Cars – student parking permits

Only the Upper Sixth are allowed cars on site and then only with permission from the Headmaster, housemistress and their parents. They are not allowed to drive any other pupil without express permissions being sought and given.

Chapel

Everyone is expected to attend Chapel unless permission is sought from Mrs Ravilius. The whole school attend; Chapel acts as an assembly as well as a religious service. Regardless of your faith it is a good opportunity for reflection and a moment of pause.

Clothing

Girls can wear their own home clothes at the end of the school day once formal activities have finished as well as at weekends. Please limit the amount of clothes you bring with you!! Please make sure all items of clothes are clearly labelled.

Co-curricular life

We have a wide variety of activities on offer outside the classroom – I encourage you to try something new and make the most of the opportunities available to you!

Contacting us and contacting home

You are able to contact your family and friends in your free times (before morning roll-call, during break times, after evening prep, before bedtime). Girls are welcome to use the office phone in privacy. Year 9 and 10 girls' mobiles, iPads and computers are taken in at bedtime to help with well-being and safety and to ensure they get a good night's sleep. All students are provided with an email address which can be accessed from any of the school computers and by smart phone.

Day girls' going home times

At the start of each term we ask you to commit to a pattern of going home times, which can be reviewed on a termly basis. You may leave at any of the following times: 5 30pm, 7pm, 7 30pm, 8 30pm. We ask for confirmation from home if you are to be collected any earlier than your specified times. It is a great idea to stay at School to complete your prep work as there is much support on offer. Day girls are welcome to board on a flexi-basis provided there is a free bed. Please give 48 hours' notice where possible.

Doors

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 a member of 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.

Drinking alcohol

Alcohol can only be administered by the Housemistress at special events and to the 6th form only. Pub Leave is granted to 18 year olds only; a card is issued and is required for alcohol to be served. Apart from that alcohol is banned as per the school rules.

Ethos

In Oakeley we want girls to feel supported and valued and able to develop and try any new skills. We support each other and are kind and considerate and listen to one another. We value resilience, determination and honesty.

Electrical Items

You may bring with you laptops, desk lamps, mobile phones, hair dryers, hair straighteners and chargers. Please leave hair straighteners on heat mats and remember to turn off all electrical equipment when not in use. We only allow battery-operated fairy lights in rooms.

Fire safety and fire alarms

Fire Drills will happen regularly as part of the Health and Safety Requirements. 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.**

Food

We are passionate about healthy eating in Oakeley, but enjoy our treats too. All pupils must attend all school meals. In Oakeley we have milk, cereal, bread, spreads and fruit, coffee and tea available on a daily basis – available during breaks and in the evening. We often have healthy snacks to enjoy too. We have a fantastic kitchen, but please treat it with respect and wash your own dirty plates and cutlery – leave it how you would want to find it. Raw meat and fish is not permitted in the House fridges and will be disposed of. At the weekend we often cook together and enjoy making healthy treats as well as food such as pizzas, cakes and ice cream.

Games

We have a wide range of games options and facilities available at Gresham's. Girls in the Junior year groups will have a sports programme to follow and girls in year 11 and the sixth form have some choice over their options.

If you are unable to do sport due to illness or injury you will need to get an Off-Games chit from matron or Mrs Ravilious. If your parents/guardians wish for you to be 'Off-Games' they should put this in writing to Mrs Ravilious.

Regulation games kit should be worn. Oakeley girls love participating in Inter-house events and the comradery that comes from them.

Going home/going out

If local boarders wish to go home overnight they must notify a member of staff. Parents/guardians will need to confirm the arrangement by contacting me – by email, text or in person. 48 hours' notice ideally should be given.

If boarders plan to be absent over a weekend please ask your parents/guardian to contact me in person at least 48 hours in advance in order to outline your arrangements. I need to know where you are going, how you will get there and back, and who will be responsible for you. You are welcome to visit School friends at the weekend after school commitments, but I will need confirmation of arrangements from both your parents/guardians *and* from your host family.

Permission to attend functions outside of school during the week is given only in exceptional circumstances. Permission also is required – from the Headmaster – if you wish to arrive late or leave early at the beginning or end of half-terms or terms.

Health and Wellbeing

If you are feeling unwell you must see Matron. If she is not available please see Mrs Ravilious or Mrs Greenfield or go to the Health Centre. Matron can arrange visits to the doctor. If you are taking medication you must inform matron.

It is important to ensure you balance your commitments and have time for relaxation. Meditation and mindfulness are incredibly helpful and this is something we encourage in Oakeley.

Home Weekend

Our first one takes place Friday 20th September at 4.30pm – Sunday 22nd September at 9pm. The House will be open if you would like to stay and the cost is added onto your School bill. Mrs Ravilious will confirm your plans with you and help you to seek the appropriate permissions required.

Laundry

Our amazing matron will do some washing for you so it is important that you name all your belongings. Please avoid bringing any clothes to school that is not suitable for machine washing and drying. 6th formers may use our washing machines once matron has given you guidance on how to use them.

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 e.g. Paracetamol, Nurofen etc.)

Mobile phones

The use of mobile phones is outlined in the Student Guide. Year 9 phones are taken in during the School day; Year 9 and 10 boarders' devices are taken in overnight. All phones should be switched to silent during the School day and must not be used publically (unless your teacher gives you permission) including between lessons, at meal times and at roll calls in House.

Padlocks

Every pupil has a lockable space with a key provided or a space for a padlock to lock up your valuables. Please bring your own padlock with you. Alternatively padlocks are available from Matron. Keep your key in a secure place and avoid telling your friends where this is, or give them the code to your padlock. Most boarders bring a lockable 'tuck box' – this is useful for small personal items. All expensive items must be locked away.

Personal Appearance

Please make sure you are well presented at all times. Junior year groups should not wear make-up or nail varnish. Jewellery is limited to one pair of ear studs and one necklace. Senior girls please avoid wearing dark nail varnish and dangly earrings. Skirts need to be tailored, loose-fitting and knee length.

Pocket Money

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.

Prep Time

We expect a focused and quiet atmosphere during prep time. Prep time for the juniors is every night from 5.30pm to 7pm and for the older students from 7.30pm to 8.30pm. Every girl has a desk – the year 9 students do their prep together in the main common room. We do not expect to see students walking around or not getting on with their prep. If you do not complete your homework in this time you are expected to use your own time. Music may be played using headphones so that others are not disturbed.

Problems

Matron and Mrs Greenfield or Myself, are always here to help and listen. If you have any concerns or problems our doors are always open. The prefect team are also here to help you. We also have some friendly school counsellors you can speak to if you wish to speak to someone in confidence. (Rachel Lubuck: rlubuck@greshams.com and Duncan Yuile: dyuile@greshams.com)

Registration

This takes place at 8.10am, 1.45pm, 5.25pm and 7.30pm every day in the Common Room. It is essential that you are on time to these registrations. If

Day girls are late in the morning they will need to sign in at Reception.

Safety

The Driveway: This area can be very busy at certain times of the day. Please be careful as you step out of the House 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.

Signing Out

It is vital that you remember to sign in and out of Oakeley if you miss registration or leave after 5.30pm as well as during the weekend. We need to know where you are for your own safety.

Student Voice

In Oakeley we are always keen to hear your views. You are able to suggest ideas/give feedback to the House Forum which meets every half term. We also have a suggestion box you can put your comments in or you can speak to Mrs Ravilious in person. We always want to know how to make your experience better!

Town Leave

Students may go into Holt on Monday and Wednesday lunchtimes (1pm-1.50pm); Tuesday, Thursday (4pm-4.55pm); Saturday (3.30pm – 5.30pm). Seniors may have town leave for supper in agreement with House staff. 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 is not for school wear and you will be asked to change.

Visitors

Boy and girl visitors are welcome in the House, if invited in by a girl, but **only** in the central block **common room and kitchen** unless accompanied by a member of staff. All visitors need to sign in. If you are found with a boy in an undesignated area he will be asked to leave the House immediately.

Parents are very welcome to visit, but please let me know if you intend to visit for security reasons.

