

Edinburgh House Guide

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Finding us!

If coming from town, take the second left after the bridge; if driving from the A148, take the fourth turning on your right, signposted Edinburgh, Farfield and the Auden Theatre (and opposite the small housing estate). We are the building on the right as you turn in.

Please use either the carpark behind the House (first right after you leave the Cromer Road, behind the fencing) or the car parking spaces next to the Colts Cricket Ground at the front of the House.



Welcome to Edinburgh!

A very warm welcome to Edinburgh House! I moved to Gresham's in 2012, firstly as a teacher of History, then as Head of Sixth Form, before becoming Housemistress in 2014. I (Dr Fern) live in Edinburgh with my husband, Chris, an archaeologist, my daughters, ten-year old Charlotte and eight-year old Rose, and our dog, Betty. In Edinburgh we strive to create a nurturing and friendly family atmosphere where all our girls' talents and interests are valued. We are keen to support our girls' ideas and initiatives. We want our girls to be happy, to work purposefully and to make the very most of their opportunities. We are very proud of our strong House spirit and of the strong friendships which are made across and between year groups. I hope this booklet helps to explain more about Edinburgh House and what to expect when you arrive.

The House Team

There are lots of people who are here to help you to settle in.



As Housemistress I have overall responsibility for the girls in the House and am the main point of contact for you and your parents. Your happiness, welfare and progress is my primary concern; I have an overview of all aspects of your life at School. I am here to help with any matters of concern; my door is always open. If you cannot find me in Edinburgh (either in my office, around the House or in my home – ring the doorbell!), do email or text me; otherwise, you can find me in the History Department where I teach. As well as teach History, I enjoy cross-country running at School. There will always be a member of staff on duty in Edinburgh – their names can be found on the duty noticeboard as you enter the House. Please contact me on: efern@greshams.com or by phone, on **07795 067013** (mobile) or **01263 714611** (office).



Our residential Matron, Mrs Spedding, is responsible for the care of our girls, including their health, wellbeing and domestic matters. She lives in Edinburgh on the ground floor. Matron is wonderfully kind and is very supportive of all the Edinburgh girls; she is an excellent listener and very much enjoys spending time with the girls. Rebecca is a former professional health practitioner with thirty years of experience in the nursing and pastoral care field. Please contact Matron on: rspedding@greshams.com or by phone, on **01263 711036** or **07899 753709** (mobile)

Dr Diaz, Assistant Housemistress in Edinburgh, is responsible for Edinburgh House one night a week, and every other Saturday night/Sunday. Dr Diaz received a doctorate from the University of East Anglia and teaches Spanish at the Senior School. She lives in Edinburgh; she can be found in the House or in the Modern Foreign Languages Department. Her door is always open for a chat. Please contact Dr Diaz when on duty on **07833 206443**.

Our resident team look after you at all times of the day and night. Visiting tutors oversee prep time in Edinburgh (5 30-7pm, 7 30-8 30pm) making sure that it is productive and purposeful. They also provide academic guidance and support. They also supervise the House in the evening from 730-10 30pm. This year's tutors are: Ms Boxleitner, Teacher of German; Miss Cann, Teacher of Psychology; Dr Hammond, Teacher of French and Spanish; Mrs Mack, Teacher of Biology; Mrs Matthams, Teacher of Games and Learning Support; Mrs Myers, Head of Wellbeing and Teacher of Learning Support; Mrs O'Donnell, Teacher of English; Mr O'Leary, Teacher of Art; and, Ms Wolfe, Assistant Director of Music.

Tutors

Every pupil is assigned a Tutor who is a member of the House team. Your Tutor assists in monitoring your academic and cocurricular progress. Your Tutor 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. Dr Diaz and Ms Boxleitner tutor the year 9 girls in the Michaelmas and Lent Terms. The girls then join vertical tutor groups (years 10-13) for the remainder of their time at Gresham's.

Angie, Deborah, Linda and Hayley are our **Housekeeping staff**. They work in Edinburgh every weekday morning. They are a brilliant team who work hard to ensure that the House is clean and tidy; the Edinburgh girls are expected to keep their rooms and the public areas tidy to help the housekeeping team.







Debbie



Linda



Hayley

Head of House and Deputy Heads of House

Senior girls are given positions of responsibility in the House. Our Head of House this year is Tyler. We have two deputy Heads of House, Charlotte and Elle. We have a team of Year 13 Prefects who 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.

A welcome from Tyler, Head of House!

Hi everyone, I'm Tyler, Head of House in Edinburgh. I've only been here for a year, but I've had an amazing time. Edinburgh is one of the kindest Houses and all the girls are so friendly. If you ever have any problems you can always come to see me or any of the other girls in the House. Have a great summer and I will see you in September!

A welcome from Charlotte, Deputy Head of House!

Hi everyone, I'm Charlotte, one of your Deputy Heads of House. I joined Edinburgh in Year 10 and have loved every moment here. We are a super-close House and everyone feels like family! I look forward to seeing you in the in September and will always be available if you have any worries. Have a great summer!

A welcome from Elle, Deputy Head of House!

Hi, I'm Elle and I am one of your Deputy Heads of House. I've been in Gresham's since Year Seven so I know what it's like to start new, but you have nothing to worry about. Edinburgh is a kind, friendly, and homely house. I can't wait to meet you all - have a wonderful summer!

The rest: An A to Z guide!

Arrival	Most new students feel a mixture of excitement and nervousness on their arrival. Don't worry, many new students will be joining Gresham's and there are lots of teachers and students here to provide guidance and support. We aim to help you settle as soon as possible.					
Absences	Day girls, please can your parents telephone or email Dr Fern (efern@greshams.com) between 7 30-8am to report an absence. If you have an appointment during the day pleas can your parents call or email me in advance to verify your absence. If you know in advance that you will be absent from lessons please email your teacher/s to excuse yourself and to catch up on missed work.					
Bathroom usage	You may take a bath or shower at any time during your free time – in the morning, after games, before or after prep. You'll need to wear a dressing gown in the corridor. Matron keeps a stock of tampons/sanitary towels/tights/toiletries if you need them.					
Behaviour and bullying	Inclusivity, tolerance and respect for others are vital for happy community living. Edinburgh has a reputation for being a friendly House; we all have a responsibility to ensure that it remains so. Inconsiderable behaviour, including bullying, will not be tolerated. If you have any concerns – about yourself or other girls in the House - please speak to one of the senior girls or to a member of the House team so that we can provide help and support.					
Boarding	Day girls are welcome to board on a flexi basis when we have bed space. Please try to give at least 48 hours notice. The cost will be added to the School bill.					
Boarding Principles	The boarding experience at Gresham's aims to meet and develop the holistic needs of each individual within a community that places the highest possible value on mutual respect, tolerance and personal endeavour. By joining us in boarding at Gresham's School we aim to: Help to develop confidence, independence and team work. Develop a sense of community and belonging. Encourage respect for others and their property. Teach pupils how to be mentally and emotionally healthy. Provide pastoral and academic support to enrich lives and enhance learning, and to guide pupils through times of difficulty. Develop and deepen supportive relationships between pupils, parents and staff. Widen cultural experience and foster good relations and tolerance. Provide access to and encourage participation in a wide range of activities. Provide opportunities to develop leadership skills and to contribute to the wider community. Foster an environment where bullying and harassment are not tolerated. Support students in times of difficulty. Be attentive and responsive to the wishes of pupils, involving them in decisions made about the boarding environment and practices. Allow boarders to feel able to share the good things in their lives while also able to turn to others for advice, counselling and support. Provide levels of care and safeguarding that protect pupils from risk in line with the Department for Education's aim to help children achieve more, and National Minimum Standards for Boarding Schools.					
	Practice In the first term of the new academic year, parents will receive an interim report before the Half-Term on the progress of their child; a subject report for each pupil is written by the Subject Teacher with further comment from the Tutor and the Housemaster or Housemistress.					

	There is a programme of weekend activities for boarders each term, with such activities taking place most weekends. We recognise that Sunday should be a day of rest and relaxation after a busy week, but wish to provide a structure for the day in which boarders may socialise, with spiritual needs met
	through Chapel or House-based services. These services can be formal, or very informal in nature. We believe boarding encourages independence, consideration for others, responsibility and a spirit of camaraderie that will stand boarders in good stead throughout their lives. The friendships made will last a long time; often a lifetime.
	Resourcefulness, resilience, and self-reliance are gained through boarding and through the opportunities provided by the prefect system, CCF (including outward bound activities), the Duke of Edinburgh's Award Scheme, Shooting, Drama, Music and the myriad other activities at Gresham's. These will also stand all boarders in good stead in the future, as that sense of responsibility will be the key to success in almost all future employment.
	We actively stress the equal rights of all individual pupils, whatever their age, gender, sexuality or race. Although the School is a Christian foundation, and although we expect all pupils to attend Chapel, no force at all is exercised to evangelise those of a non-Christian faith.
	We believe that there are many virtues inherent in boarding at Gresham's, and we strive to provide a full, stimulating, friendly but exciting atmosphere in which pupils flourish and which they miss deeply when they leave.
Cars	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 from their parents and the parents of the pupil that they are driving.
Chapel	Everyone is expected to attend Chapel unless permission is sought from Dr Fern. The whole school attend; Chapel acts as an assembly as well as a religious service. Our friendly Chaplain Fr Bryan is always available for a chat.
Charity	We are keen to support charities and the girls take the lead in choosing which charity to support and how to raise funds. In the past three years the girls have raised money for the following charities: Clic Sargent, Comic Relief, Down Syndrome International, Holt and District Community Café Trust, the Nepal Earthquake Appeal, the Norfolk and Norwich Breast Cancer Care Nurses Fund, the Opalagilagi School in Kenya, and Young Minds. Each year we mark International Women's Day.
Clothing	Girls are free to wear home clothes once formal activities have been completed and at weekends, this includes Tuesday and Thursday afternoon/evening and at the weekend, after games is finished. Please do limit the amount of clothing and shoes that your daughter brings!
Co- curricular life	This refers to everything that takes place outside the classroom – there is a huge amount! You will need to sign up for an activity and for either the CCF (Combined Cadet Force) or Services. In addition to this, we urge you to make the very most of the opportunities on offer at School; you never know where they might take you! A recent Old Greshamian first took up shooting in Year 9. By Yr 12 she was representing her country! Among other activities, in the academic year 2018-2019, Edinburgh girls have flown with the CCF, have sailed on Barton Broad, have completed their Duke of Edinburgh Awards, have have taken

	lead roles in Junior and Senior School Plays, have performed in many choirs and concerts and have taken part in some amazing School trips including to Thailand and Kenya.					
Contacting us and contacting	You can contact your family and friends in your free times (before morning roll-call, during break times, after evening prep, before bedtime). There is wi-fi access around the School and in the boarding house. Girls are welcome to use the office phone in privacy.					
home	We take in Year 9, 10 and 11 girls' mobiles, ipads and computers at bedtime to help with well-being and safety.					
	All students are provided with an email address which can be accessed from any of the school computers and by smart phone.					
	Encourage your family and friends to send you letters and postcards as well as communicate electronically. Post is delivered to Edinburgh daily and is placed outside the duty office for collection. Our address is:					
	Edinburgh House Gresham's Senior School Cromer Road Holt Norfolk NR25 6DZ					
Day girls	At the start of each term we ask you to commit to a pattern of going home times. These can					
going	be reviewed on a termly basis. You may leave at any of the following times: 5 30pm, 7pm, 7					
home	30pm, 8 30pm. We ask for confirmation from home if you are to be collected any earlier					
times	than your specified times. We encourage you 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 where bed space is available. Please give 48 hours notice where possible.					
Doors	There are two main doors to enter the boarding house – both are finger/thumb print access (prints will be taken when you arrive). The doors are alarmed overnight.					
Drinking alcohol	Alcohol can only be administered by the Housemistress or at times authorised by the Headmaster and then to the Sixth Form only. Pub Leave is granted to 18 year olds only; a card is issued and is required for alcohol to be served. Otherwise alcohol is banned as per the school rules; those who drink illicitly are sanctioned by the Deputy Headmaster.					
Ethos	In Edinburgh there are strong friendships across the year groups; there is a high level of integration between day girls, weekly and full boarders. The girls are kind and considerate to each other and support each other. We value endeavour — hard work and determination—in all areas of school life. Seize opportunities and make the very most of your learning! We want to help you to develop your existing talents and to encourage you to discover and thrive in new ones! We have a strong House ethos and spirit and are very enthusiastic supporters of each other in interhouse competitions! We have a homely House which the girls enjoy spending their free time in.					
Fire safety and fire alarms	Every precaution must be taken to guard against fire. The House has a fire safety policy which you will be told about; fire drills take place to ensure that you are aware of evacuation procedure. There must be no naked flames (lighters, matches, candles and joss-sticks are prohibited) and nothing should be placed over or near to the desk, bedside or ceiling lights.					
Food	We love our food in Edi! At the weekend we often cook as a community; pizzas are a particularly favourite on a Saturday night! We enjoy making homemade treats on a Sunday					

such as apple crumble, cakes, scones, biscuits, smoothies and lollies. The School require you to attend all meals in the CFB (Dining Hall), including breakfast (you need to be there by 7 40am). Food should not be prepared during lesson time/study periods. However, bread, fruit and healthy snacks are available to eat in House in your free time, as are cereals, milk, coffee and tea. We also have a healthy-eating tuck trolley laden with healthy, additive-free snacks which is very popular and our girls enjoy regular breaktime treats from Matron; cheese and crackers, and hummus and carrots are particular favourites! Please do wash kitchen items and tidy surfaces after use.

Forum/ Student Voice

Edinburgh girls are at the heart of our decision making: for example, they recently drove ideas on how to decorate and furnish the Common Room. We are always keen to hear your views. You can suggest ideas/feedback to the House Forum which meets once every half term (two representatives per year group) or put your comments in the 'Suggestions Box' or to Dr Fern in person. We also have Dining Hall Committee Representatives and student representatives on the Overseas Student Forum. The girls make decisions about the House at our regular House Assembly.

Games

There are fantastic games options and facilities at Gresham's; we hope that you will very much enjoy your Games sessions. Junior girls have a programme of games to follow; girls in the Sixth Form have some choice over their games options. Should you not be able to participate due to illness or injury you will need an Off-Games Chit from Matron or Dr Fern. These are issued during the morning or at lunchtime and a log of these will be kept. The chit must be presented personally to the member of staff taking your games session. If your parents/guardians wish for you to be 'Off-Games' for any reason they should put this in writing to Dr Fern. Only regulation games kit should be worn. Our girls have a very strong House spirit and really enjoy the camaraderie of participating in interhouse sporting events. Last year we won the interhouse hockey, tennis and relay competitions and at every event the girls' enthusiasm and determination were very strong!

Going home/ going out

Should local boarders wish to go home overnight they must notify a member of staff and their 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.

If boarders intend to visit School friends at the weekend, I will need confirmation of arrangements both from your parents/guardians *and* from your host family. You may only leave after your school commitments on Saturday, including games, have been completed. 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.

During term time no pupils are able to visit their parents' home unless at least one parent (or one adult of who the School has notice and about whom there is written agreement) is present. Boarding pupils may only stay with adults acceptable to both parents and the School.

Health and wellbeing

If you are feeling unwell or need medical support you must see Matron. If she is not available please see Dr Fern, Dr Diaz or go straight to the Health Centre. In an emergency, or in the night, you must see Matron, Dr Fern or Dr Diaz. Matron can make referrals to the Health Centre and arrange visits to the Doctor. She can also organise visits to the dentist, optician or physiotherapist, though, where possible, these appointments should be made in the School holidays. If you take medication you must tell Matron who will then decide whether it is

	suitable for self-medication (if so, you will need to sign a self-medication form). These					
	medicines must be locked away safely. No medicines can be shared with other pupils.					
Homesick-	Home sickness can affect anyone to a greater or lesser degree – we are here to help. Try to					
ness	keep busy – especially during the early morning and in the evening when home sickness can					
	be worse. Try not to contact home too much – it can make you more unsettled. Home					
	sickness is horrible but it will pass with time; we are here to support you so please do talk to					
	your buddy, the Prefect team and to the House staff.					
Homeweek	Our first one takes place Friday 20 September 4 30pm-Sunday 22 September 9pm (with					
-end	some girls returning by 8am Monday morning). The House will be open and events organised					
	if you would like to stay. The cost is added to your School bill. The Housemistress will					
	confirm your plans with you and will help you to seek the appropriate permissions required.					
Laundry	Matron washes sweaters, underwear, games kit and casual clothes, but shirts and kilts are					
	sent out. Please make sure that you have a clean replacement! It is important to name all					
	your belongings. Dirty laundry should be placed in the appropriate baskets in the laundry					
	room on a daily basis. Clean items will be returned to your 'grey box' in the laundry room.					
	Items of clothing not suitable for machine washing and drying should not be brought to					
	School unless you are happy to pay for them to be dry-cleaned. Sixth formers may use our					
	washing machines – though only after they have received guidance from Matron.					
Mobile	Mobile phone usage is outlined in the Student Guide. Year 9 phones are taken in during the					
phone	School day; Years 9, 10 and 11 boarders' devices are taken in over night. All phones should					
usage	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 at at roll calls in					
	House.					

Personal possessions and pocket money - What to bring Do make sure that all of your personal belongings, including your clothes, are named. Please do not bring any items that are of real financial or sentimental value into school. Do limit what you bring too, particularly clothing, shoes and toiletries. We ask that the girls only bring enough toiletteries to fill a L-38cm x W-27cm x H-15cm box.

Remember to security mark expensive personal possessions and to insure them on your parents' domestic insurance policy. Do not leave any money unattended in your room. If you do lose something, please do let me know straight away. We ask that no one enters another girl's room if the occupier is not there nor borrows anything without asking permission first. The Admission's Office will have supplied you with a list of clothes and essential items to bring to school. In addition, the following may be of use:

Bedding	The House provides you with all the bedding that you need but you may bring your own duvet cover if you prefer – as long as it can be machine washed and is clearly labelled!			
Clothing	We recommend the following for boarders: winter coat, rain coat, 2 x pairs pyjamas, dressing gown, 3 jumpers/hoodies, 3 long-sleeved tops, 3 short-sleeved tops, 3 pairs jeans/trousers, smart dress for formal occasions such as the Sixth Form dinner, 2 skirts, swim suit, maximum of four pairs of shoes. 2 x towels, underwear.			
Electrical items	You may bring laptops, desk lamps, mobile phones, hairdryers, straighteners and chargers: these must be in good working order. We ask for straighteners to be left on heat mats. Please do not bring any other electrical items. Only battery-operated fairy lights can be used to decorate rooms.			
Laptops	Useful for work and for contacting home; these can be connected to the network.			
Medicine	Please do not send your daughter with paracetamol-based products or non prescribed medication. All prescribed medication must be given to Matron on your arrival. Girls can only self-prescribe medication if this has been approved by Matron and a self-medication form completed.			

Music	Bring iPods or similar.				
systems					
Padlock	All girls have a lockable storage area but all girls are required to bring a small padlock; leave the spare key with Matron! Most boarders bring a lockable 'tuck box' – this is most useful for small personal items. All expensive items must be locked away.				
Pocket	There is access to banks in Holt and most pupils have a bank account with debit card. Overseas				
Money	students can open an account when they arrive. Dr Fern can look after this whilst an account is opened. We'd recommend £100 per term for boarders.				
Posters and	Please put posters and pictures on the pin boards in every room. Please do not attach				
photographs	photographs, pictures or stickers directly onto walls or the furniture.				
Storage	Please be aware that we have limited storage space in Edinburgh. Whilst we can store the girls' suitcases and personal items in School holidays we do not have the space to store additional luggage and personal effects long term.				

Out of	Pupils must not leave the House before 7.00am or after 10.30pm without the					
bounds	Housemistresses permission. The Cromer Road between Edinburgh and the Parade					
	Ground is out of bounds. Other towns or villages are also out of bounds unless the					
	Housemistress's permission has been given.					
Prep time	We expect a studious atmosphere during prep time. Every girl has a desk – the year 9					
	girls share a prep room, the other year groups work in study bedrooms. We use the prep					
	room and study bedrooms for independent, silent study. Collaborative work is					
	undertaken at the kitchen, kitchenette or Common Room tables if the duty staff member					
	allows. Staff members and subject mentors provide academic support.					
Problems	Please share any concerns or problems with myself, Matron, Dr Diaz or another member					
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	of staff. Our doors are always open; we are always here to listen. You can speak to your friends, your buddy or a member of the Prefect Team. In addition, we have members of					
	staff who you can speak to in confidence. Their names and contact details can be found in posters around the House and include Kate Pollicott-Reid our Mental Health					
	Practitioner (kpollicottreid@greshams.com)					
Registration	If you know that you will be absent from a roll call please tell Dr Fern or the duty					
and Roll	member of staff in advance, and sign out. Registration takes place at 8 10am every					
Calls	morning and 1 45pm every lunchtime in the Common Room (and again at 5 25pm and 7					
Calls	30pm). These are a legal requirement and girls are expected to be punctual. Day girls, if					
	you are late to school in the morning, please sign in at Reception.					
Signing out	If missing a roll call or if leaving the House after 5.30pm and at the weekend you must					
Signing out	sign out in the 'sign out' book in the entrance foyer. You need to sign out when you leave					
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	and sign in when you return. You need to give your precise destination. It is crucial that we know where you are for your own safety. You should not leave the House before					
	7am without permission from Dr Fern. If you want to leave the School grounds during					
	the weekend you must seek permission from the duty staff and let them know where					
	you are going. Day girls must sign out at the end of the day.					
Socials	We very much enjoy spending time together as a House, such as at our House new year					
Socials	meal, Black Tie Dinner and concerts. Equally, we have year-group socials and boarder					
	trips, such as to the sea nearby. We organise socials with other Houses too. Whilst the					
	girls have a number of social spaces in House in which to relax, including the Common					
	Room, the main kitchen and two kitchenettes, we also enjoy spending time in our lovely					
	garden and on our grass tennis courts.					
	Barach and on our grass termis courts.					
	Juniors are expected to wear blazers and Year 9 may not go alone. You are not allowed					
Town Leave	to accept lifts and should not be eating or drinking in town or on your way to or back					
	from town. You must only use the Cromer Road to get to Holt. Weekday town leave					
Town Leave	Juniors are expected to wear blazers and Year 9 may not go alone. You are not allowed to accept lifts and should not be eating or drinking in town or on your way to or back					

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	times are published in the School timetable. Weekend Town Leave: permission always				
	must be sought from the duty member of staff.				
Travel;	These are locked in the office for safe keeping and issued when required; travel can be				
documents/	arranged through travel@greshams.com				
passports					
Visitors	Male and female pupils are welcome to visit you in the public areas - the Common Room, the kitchen and the U6th kitchen. All visitors must sign in. Permission should be sought for girls from other houses to go with you to your study/room; you should accompany them. Your parents are very welcome to visit but for security reasons please do let me know if you intend to visit. All visitors must remain downstairs in public spaces and, during term time, should only enter the boarding areas if accompanied by a member of staff.				
Walls	Please use the pin boards provided and do not attach posters, hocks or pinboards to the walls; in the case of damage, costs may be added to the School bill.				
Well-being	We take your wellbeing seriously. We encourage you to balance your commitments a teach the importance of relaxation. When possible local Mindfulness and yoga teach deliver optional courses to teach the girls techniques for remaining focused and ground in their busy lives.				
ZZZZZ- bedtimes	Gresham's days are full and busy so it is crucial that everyone gets sufficient rest and sleep. Out of consideration for all, everyone should be in her own room and quiet by their year's daily bedtime. Early risers are asked not to disturb others before 7:00am!				