

# Gresham's Prep School Boarders' Guide



# WELCOME FROM THE BOARDING STAFF AT GRESHAM'S PREP SCHOOL

We hope that your time boarding at Gresham's Prep, however long or short, will be enjoyable and memorable. Boarding is great fun and Kenwyn and Crossways are very happy places.

This short guide should help you to settle in quickly and make the most of your time here. If you have any questions at all, however big or small, please ask any member of staff.



Family values are at the heart of our boarding ethos at Gresham's Prep. Whether you are a first-time boarder, a flexi-boarder or an experienced Year 8, everyone is welcome and understands that they are part of a large family. Gresham's Prep aims to provide a safe and healthy boarding environment where each pupil is able and encouraged to discover and reach the full potential of their talents. The boarding houses are communities, where every pupil matters and in which all can develop confidence and self-awareness, learning to live, communicate and support their fellow boarders in an ambitious and dynamic environment. We want you to enjoy the boarding experience, learn to be self-reliant and resilient whilst living within our community. We want you to take on responsibility, become mature as individuals and learn self-discipline within the clear boundaries set down for you. The promotion of physical and mental health, emotional wellbeing and happiness of all our boarders is key and we hope that all boarders are positive in everything that they do. Whether boarding full time or flexibly, boarding encourages children to become independent and organised within a very kind and supportive environment. It is also a lot of fun!



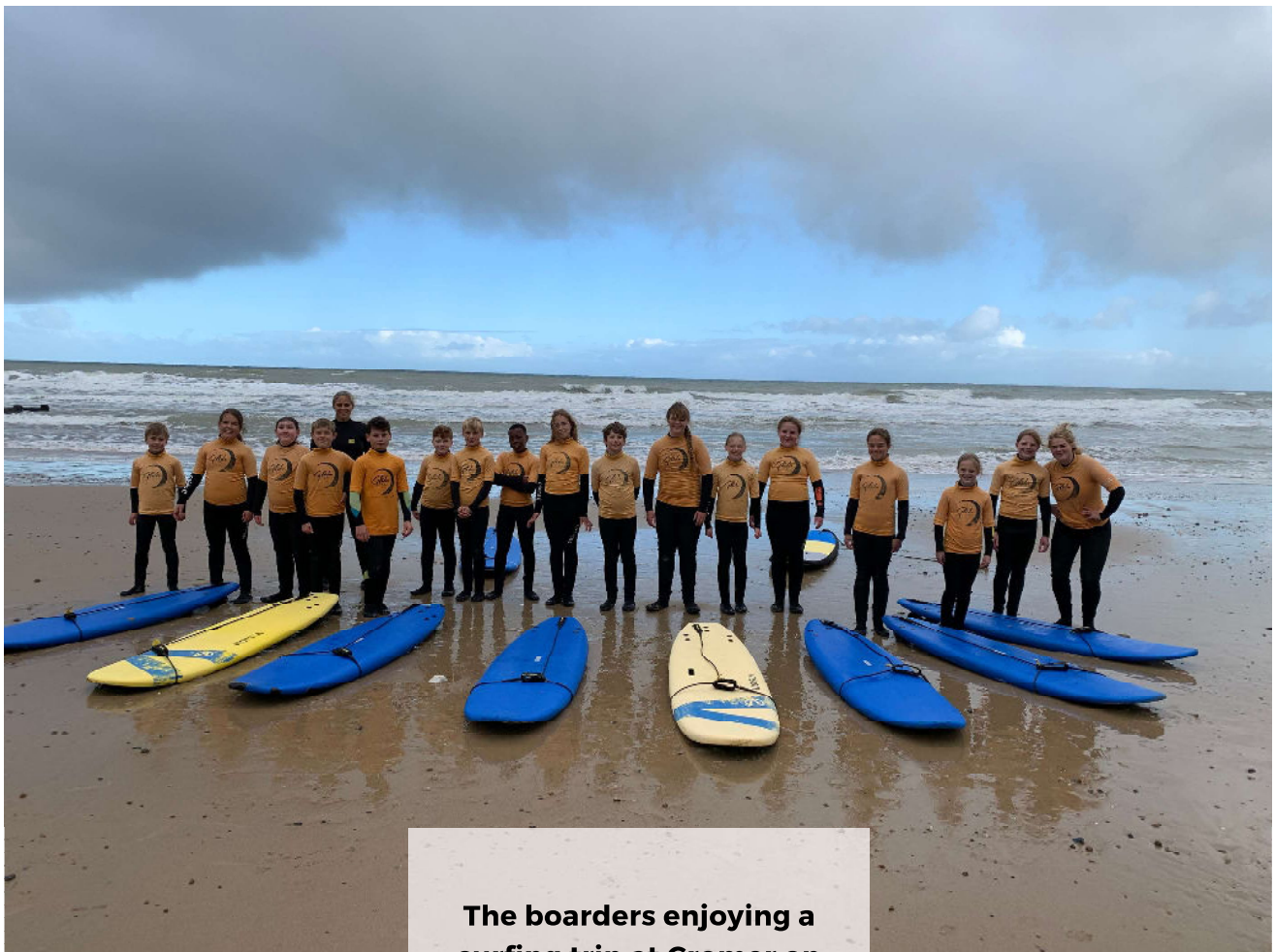
Parents may choose to board their children from 1 night a week to 7. We try to be as accommodating as possible to individual family needs but do appreciate being given as much notice as possible to any changes in the normal established routine for any individual child. Any day pupil is welcome to flexi-board for any period of time if space permits.

During your stay in the House there are many opportunities to socialise with friends, engage in sporting activities, be creative, consolidate your schoolwork in a supervised prep and enjoy the homely atmosphere.

We look forward to welcoming you to Boarding at Gresham's Prep!

**Best wishes**

**Mr and Mrs Goode, Mr Horsley and the boarding staff team at Gresham's**



**The boarders enjoying a surfing trip at Cromer on a weekend activity.**

## **OUR BOARDING HOUSES**

### **AN INTRODUCTION TO CROSSWAYS AND KENWYN**

There are two boarding houses in the school, Kenwyn House for the boys and Crossways House for the girls. These are the physical bases for all the children whether day or boarding. The Houses have common rooms, leisure areas and changing rooms for the storage of sports kit. There are always members of staff on duty in the houses at break times and matrons are available to deal with medical and other issues. The houses are run by the Houseparents in Crossways (girls) and Housemaster in Kenwyn (boys), with the help of a matron and a team of staff; they see all the children in the house on a daily basis. Downstairs the houses are also social spaces for the day pupils during the daytime as well as their changing rooms.

Crossways is the girls' house. The boarders sleep upstairs and the day girls stay downstairs unless they need to go and see matron. Mr and Mrs Goode and their two girls live in the private side of Crossways in their house which is on the end of Crossways. Mrs Lamport, the residential matron, lives in a flat at the top of the house.

Kenwyn is the boys' house for all day boys and boarders. Kenwyn is situated in the main building and the dining room is next door. Mr Horsley, Mrs Horsley and their two girls live in Kenwyn in their house which is on the end of Kenwyn. Miss Austin, the residential matron and Mr Ewart the residential house tutor each live in flats in Kenwyn as well as our boy GAP students.



## **PASTORAL CARE**

At Gresham's Prep we pride ourselves on the pastoral care that we deliver and is at the heart of all that we do. The staff are great role models for the boarders in our everyday lives - treating others as we would wish to be treated ourselves. The size of the House, and the number of boarders that we have, makes it possible for us to have a deep knowledge and understanding of each individual child - what makes them tick, who they are as a person, what their dreams and aspirations are. This helps us as we communicate with them, encourage them and empower them to be the best that they can be in all areas of school life. It is a huge privilege to see a child develop over the time they are in our care. All of our boarding staff team are always on hand to care for the boarders.





## **MEDICAL CARE**

Matrons deal with all medical matters for all pupils at school. We have a Residential matron in each house and also a day matron. They deal with routine minor ailments such as bumps and bruises and are on hand, if a boarder is just not feeling well, they go and see them or ring the night bell. However for anything more serious, children are taken to the School Medical Centre which is staffed 24 hours a day by qualified nurses and which is where they would see the school doctor if needed.

All medicines brought into school should be handed into the relevant Matron who will organise dispensing medication at the correct time. Parents should inform Matron immediately of any changes in medication or medical information.

All medication should be handed into Matrons on arrival and no pupil should take any into their dormitory.



## **DORMITORIES**

The dormitories are all different shapes and sizes and are very much home for the boarders. Boarders find out which dormitory they are in at the beginning of the Michaelmas term and will most likely remain in the same dormitory for the year. Each dorm is generally split into year groups except when there is only one boarder in a year group.

## **FLEXI BOARDING**

We operate a completely flexible approach to boarding. Parents may choose to board their children from 1 night a week to 7 nights a week (full boarding). Any day pupil is welcome to flexi-board if space permits.





## BOARDING ROUTINES

The routines are set up to make the house as user friendly as possible. Bed times are staggered according to your age and there are always staff on duty to help you get ready for bed and ensure they are relaxed and happy. The older pupils are given greater responsibility and have chances to demonstrate their leadership skills, for example reading a bedtime story to the younger boarders.

### ROUTINE IN THE HOUSES

Daily Routine: Monday, Tuesday, Thursday	Daily Routine: Wednesday, Friday
7.00 a.m. wake up	7.00 a.m. wake up
7.30 breakfast	7.30 breakfast
8.20 school day begins	8.00 school day begins
5.15 End of school day	5.15 End of school day (3.45 Wednesday)
5.20 Activities	No Activities
6.20 End of Activities	
6.30 Dinner and roll call	5.30 dinner
7.00 -7.20 An opportunity to call home	6.00- 6.20 An opportunity to call home
7.30- 8.00 Boarders' evening activity	6.30 Boarders' evening activity
8.00- 9.15 Boarders' bedtime routine	8.00- 9.15 Boarders' bedtime routine

### BEDTIME ROUTINE

Year group	Reading on beds and quiet time	Lights out
Year 3 & 4	7.45	8.00
Year 5 & 6	8.30	8.45
Year 7	8.45	9.00
Year 8	9.00	9.15

**Saturdays:** Saturday school starts with Chapel then finishes early like Wednesdays. Boarders going home for the weekend can go from 3.00 if in Year 5 and 6, and 3.30 if in Year 7 & 8. Saturday Afternoons - As house staff we organise our own activities for the boarders. Saturday evenings are film and tuck and the boarders are allowed to stay up a little later at the discretion of the houseparents/housemaster.



## **BOARDING STAFF**

### **Staff in Crossways**

Houseparents: Mr and Mrs Goode

Residential Matron: Mrs Lamport

Day Matron: Mrs Doy

House Tutor: Miss Williams

GAP Assistants: Miss Pilgrim, Miss Sowerby and Miss McNiff

### **Staff in Kenwyn**

Housemaster: Mr Horsley

Residential Matrons: Miss Austin

Day Matrons: Mrs Chapman

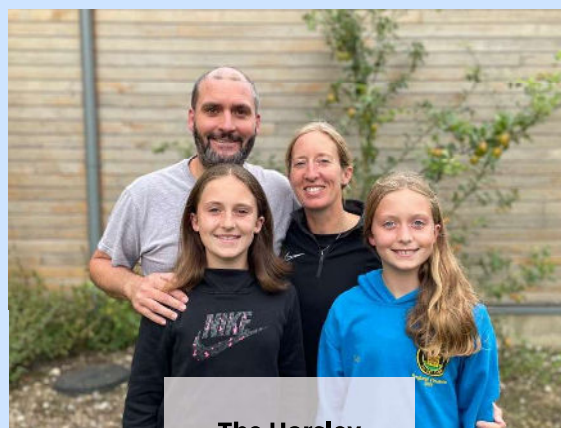
Mrs Beaumont-Brooke

Residential House Tutor: Mr Ewart

GAP Assistants: Mr Scarth, Mr Buckley, Mr Ling



**The Goode  
family**



**The Horsley  
family**

## **BOARDING ACTIVITIES IN THE EVENING**

Every evening, during the week there is an activity organised for the boarders, such as games outside or in the gym, pancake night in Crossways, dodgeball, art and crafts, hide and seek, films nights and marshmallows around the fire pit - to name but a few!

Weekends are an important time in boarding at Gresham's Prep and we get to enjoy a range of wonderful trips out such as surfing, indoor trampolining, mountain biking, exploring National Trust properties, beach trips and walks and picnics along the coast. As a House, having an active lifestyle is important and we enjoy as much time outside together as possible. We also listen to the individual needs of the boarders and enjoy some down time too whether it is playing games together in house, reading or doing some baking.

You will have great FUN!



## **WEEKENDS IN BOARDING**

All boarders are free to go out with parents or guardians over the weekend from after games on Saturday having previously made house staff aware of their plans. Visits to friends' houses must be agreed by both parties and written permission given via email and sent to the House parents. They should return either on Sunday evening before 8.00 pm or Monday morning before 8.15 am ready for school.

On Saturday after matches, the houseparents/housemaster decide on either an activity such as craft, games in the house, cookery or games outside or free time before supper. If there are no matches a trip to town or even the beach is at the houseparents' /housemasters' discretion. On a Saturday night we sometimes have film and tuck. We arrange a great variety of activities each weekend with a trip out each Sunday.

We hope that boarders will choose to stay at school and take part in these fun activities on at least some weekends.



**HOME WEEKENDS-** There are two Home Weekends in each term when School finishes at 4.00pm on Friday and there is no Saturday School. Although it is possible for boarders to stay at School over Home Weekends, we feel that it is beneficial for them to go home or stay with friends or guardians if at all possible.

Each week Mr Goode creates a short film which is emailed out to all parents on a Sunday evening to share some of the adventures and fun from the week at Gresham's Prep!

## POCKET MONEY AND TUCK

Boarders bring in cash as pocket money at the beginning of term. Pocket money is kept locked safely in the boarding houses and the boarders are able to access this for local shopping trips into Holt or for boarders trips at the weekend. £30 is a good suggestion to begin with and pocket money can be topped up as the term goes on. For overseas boarders a larger amount of £80 is suggested so that emergency items such as shoes can be bought. In Crossways the pocket money is stored and locked away in the boarding houses in a tin and each boarder has an account sheet which is kept up to date so that the boarders know the balance and state of their account. In Kenwyn the boys keep their pocket money in a wallet which is looked after and locked safely in Mr Horsley's office.

If an overseas boarder needs any stationery or emergency items we are able to purchase these for them using pocket money.

**Please hand in your pocket money on arrival so it can be kept safe, thank you!**

There is no need to bring in any tuck to school as we provide tuck for film and tuck nights and you have a good selection to choose from! But if you wish to bring back some of your favourite treats then please do!

During the evening if you are hungry after dinner we have supper available such as fruit, cereal, toast, carrots and hummus, and other treats depending on Mrs Goode or Mr Horsley's shopping!



**Some of the girls  
enjoying a hot chocolate  
in the evening.**





## **CONTACTING HOME**

The boarders are encouraged to keep in contact with home in the way most convenient to children and parents. Mobile telephones and other devices such as ipads are kept with the Matron and the boarders are allowed access to them in the evenings for contacting home. For children whose parents live in different time zones appropriate arrangements can be made.

During the week mobile phones are just for contacting home either by a call or by message. The boarders should not be looking at anything else or playing games on their phones. Mobile phones can be confiscated if pupils are caught misusing them.

It is our role to safeguard our boarders and it is for this reason that we ask that mobiles are only for contacting home or family members.

Laptops are used by Years 7 and 8. The boys in Kenwyn charge their laptops in Kenwyn. The girls charge their laptops during tutor time at the end of the day then bring them back to be stored safely in Crossways overnight.

**Please hand in all your mobile devices on arrival to school so they can be stored safely.**

## UNIFORM LIST

**Uniform and belongings needed for full and weekly boarders can be found in the appendix attached to this document**

**PLEASE CLEARLY NAME ALL ITEMS WITH LABELS including casual clothes, socks, pants and sport equipment such as hockey sticks and swimming goggles!**

**The boarders must also make sure they know what clothes they have in school so they can recognise them.**



### **DONT WORRY!**

If this is your first-time boarding, don't worry. We will help you! You will have a guide in boarding as well as in school who will know the routine and will help you to settle in and be in the right place at the right time. There are also lots of staff to help you who are always around, to help you.

Remember, there are lots of others who have been in the same position before whether it is boarding for the first time or being new to Gresham's. They will know what it feels like.

It's always good to talk, no matter how small your worry is. Any of the house staff and nurses will listen to you. Please don't hesitate to talk about any issue with them. Mr and Mrs Goode, Mr Horlsey or any of the staff are always available for a confidential chat.



## **USEFUL CONTACTS**

### **Head of Boarding**

Mrs Miranda Goode

**[mgoode@greshams.com](mailto:mgoode@greshams.com)**

### **Houseparents in Crossways**

Mr Jonny and Mrs Miranda Goode

(Mrs Goode- Crossways house mobile)

**07810 376438**

### **Housemaster in Kenwyn**

Mr Jamie Horsley

**[jhorsley@greshams.com](mailto:jhorsley@greshams.com)**

(Mr Horsley- Kenwyn house mobile)

**07388 940065**

### **Matrons in Crossways**

**Mrs Lamport (residential) and Mrs Doy**

**01263 711211**

### **Matrons in Kenwyn**

**Miss Austin (residential)**

**Mrs Chapman and Mrs Beaumont-Brooke**

**01263 710122**

### **School office**

**[prepoffice@greshams.com](mailto:prepoffice@greshams.com)**

**01263 714600**

## APPENDIX UNIFORM LISTS

### Boys' uniform list

**Please note – all items marked \* must be purchased from the School Shop or Second-Hand Shop**

Every item of clothing, including footwear, and all personal possessions must be clearly marked with the owner's name. The School cannot be held responsible for items which are mislaid or lost.

Games kit must be clearly labelled on the outside with pupils' initial, surname and House initial (girls – C, boys – K) and must have loops for hanging. Please sew name tapes down the insides of sports socks.

Aerosols are NOT allowed.

Bedding is provided.

Boarders are allowed to bring a mobile phone to School which is kept with the Matrons. They are allowed to use it during their free time in the evening at the discretion of the House staff.

If you have any queries regarding school kit please do not hesitate to contact Kenwyn Matrons on 01263 714553 / 710122.

	Quantities required	
	Day	Boarding
Items		
School coat *	1	1
School Blazer *	1	1
School tie *	1	1
Long charcoal grey trousers	1+	3+
Charcoal grey Bermuda style shorts	Optional	Optional
V-necked navy-blue jumper with bottle trim *	1	2
Cotton chambray shirt, long or short sleeved *	1+	4+
Plain charcoal grey socks	1+	8+
Black shoes - able to be polished with no motifs or coloured markings	1	1
Wellington boots -to be brought into school as required	1	1
Plain black jogging bottoms - for playing on school field at break time	1	1
School scarf *	1	1
Black winter crested beanie *	Optional	Optional
Black gloves	Optional	Optional
School bag *	1	1
Water bottle	1	1



Games kit - required all year		
School tracksuit bottoms - embroidered crest on leg *	1	2
School mid-layer - crested *	1	1
School rain jacket - sport & general use *	1	1
White shorts *	1	2
PE/ Athletics vest - boys fit & embroidered crest *	1	1
White PE socks	1+	3
M sized bath towel - loop on long side for hanging	1	4
Shower gel and roll on deodorant - no spray	1	1
Trainers - non-marking soles	1	1
Comb	1	2
Black sports bag	1	1
Michaelmas Term (Rugby) & Lent Term (Hockey) only		
Black hockey/ rugby shorts - embroidered crest *	1	2
Black & white reversible Rugby shirt - long sleeved & embroidered crest *	1	2
Black & white Hockey/ Rugby socks *	1	2
Gresham's black base layer top *	1	1
Gresham's black base layer bottom *	1	1
Rugby boots	1	1
Hockey stick	1	1
Shin pads	1	1
Gumshield - compulsory	1	1
Astro trainers	1	1
Small waterproof swimming bag *	1	1
School swimming trunks - black *	1	1
Swimming goggles	1	1
Summer Term (Cricket & Athletics) only		
White Cricket trousers - for Cricket matches only	1	1
Cricket shirt *	1	2
Cricket sweater - for Cricket matches only	Optional	Optional
Wide brimmed cricket hat *	1	1
Sun cream - factor 30	1	1
Black school baseball cap for Athletics – crested *	1	1
Extras for boarders		
Underpants	X	8
Casual clothes - must be able to be machine washed & tumble dried	X	2+
Pyjamas	X	3+
Dressing gown	X	1
Slippers	X	1
Casual shoes	X	1
Shoe cleaning equipment	X	1
Face flannels	X	2
Hairbrush	X	1
Spare name tapes	X	6+
Trunk or large suitcase	X	1
Tuck box	X	1
Large laundry bag	X	1

### Girls' uniform list

**Please note – all items marked \* must be purchased from the School Shop or Second-Hand Shop**

Every item of clothing, including footwear, and all personal possessions must be clearly marked with the owner's name. The School cannot be held responsible for items which are mislaid or lost.

Games kit must be clearly labelled on the outside with pupils' initial, surname and House initial (girls – C, boys – K) and must have loops for hanging. Please sew name tapes down the insides of sports socks.

No jewellery may be worn. If ears are going to be pierced, this should be at the start of the summer holiday. If ears are already pierced then studs should be worn.

Aerosols are NOT allowed.

Bedding is provided.

Boarders are allowed to bring a mobile phone to School which is kept with the Matrons. They are allowed to use it during their free time in the evening at the discretion of the House staff.

If you have any queries regarding school kit please do not hesitate to contact Crossways on 01263 714596 / 711211.

	Quantities required	
	Day	Boarding
Items		
School coat *	1	1
School Blazer *	1	1
Bath tartan kilt – mid calf length or pinafore – (Year 3 – 4) *	1	1
Bath tartan kilt – mid calf length (Year 5 – 6) *	1	1
Bath tartan kilt or Senior tartan kilt – mid calf length – (Year 7 – 8) *	1	1
V-necked navy-blue jumper with bottle trim *	1	2
Cotton chambray revere blouses *	1+	4+
Navy socks or navy cotton rich or opaque tights (60 denier or above)	1+	6+
Plain black flat shoes with fastening (buckle, Velcro, or laces) NOT patent leather, suede, or pumps	1	1
Wellington boots	1	1
School scarf *	1	1
Black winter crested beanie hat *	Optional	Optional
Black gloves	Optional	Optional
School bag *	1	1
Black or navy hair clips and bands	1	1
Water bottle	1	1



Summer Term and into Michaelmas Term		
School summer dress (Year 3 – 6) *	1	2
Plain white (non-patterned) ankle socks – not footlets, and only to be worn with summer dresses (Year 3 – 6)	1	6
Short sleeve cotton chambray revere blouses (Year 7 – 8 to be worn with kilt) *	1	4
Navy blue ankle socks – not footlets, to be worn with kilts (Year 7 – 8)	1	6
Games kit - required all year		
School tracksuit bottoms – embroidered crest on leg *	1	1
School mid-layer *	1	1
School rain jacket – sport & general use *	1	1
School black games skort *	1	1
White games shirts *	2	2
Black cycling shorts	2	2
Gresham's black base layer top *	1	1
Gresham's black base layer bottom *	1	1
White games socks – not footlets	3+	3+
Black one-piece swimming suit *	1	1
Medium sized towel – loop half way done one of the long sides	1	1
Small waterproof swimming bag *	1	1
Shower gel & deodorant	1	1
Black or navy soft hairband for games	2	2
Trainers with non-marking soles	1	1
Blacks sports bag	1	1
Michaelmas Term (Hockey)		
School black & white hockey socks *	2	2
Astro trainers	1	1
Hockey stick	1	1
Shinpads	1	1
Gumshield	1	1
Summer Term (Cricket, Athletics & Tennis) only		
School girls Athletics vest *	1	1
Tennis racquet	1	1
Black school baseball cap – crested *	1	1
White Tennis skort – Tennis matches only *	1	1
Cricket whites – matches only	1	1
Athletics spikes	1	1
Sunscreen factor 30+	1	1

Extras for boarders		
Knickers	X	8+
Bras – must be plain	X	2+
Casual clothes – must be able to be machine washed & tumble dried	X	3+
Casual shoes – if not trainers, bring a pair as well as casual shoes	X	2+
Pyjamas/ nightdresses	X	3+
Dressing gown	X	1
Slippers	X	1
Hair dryer	X	1
Shoe cleaning equipment – no spray cans	X	1
Hand towels	X	2
Face flannels	X	2
Hair brush	X	1
Washbag – toothpaste, soap & deodorant	X	1
Spare name tapes	X	6+
Cereal bowl & mug	X	1