



SENIOR SCHOOL PUPIL GUIDE

2023 - 24


GRESHAM'S
ESTD 1555

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W E L C O M E

Welcome to Gresham's, I hope you will enjoy a tremendous and rewarding education with us. For the parents, thank you for choosing a Gresham's education for your son or daughter. I firmly believe at the heart of a successful education lies a partnership between school and parents. I want you to feel able to come to me should you have any queries or concerns regarding your son or daughter's education. Whilst we strive to provide you with all the introductory information you will need in this guide, I know there is no substitute for speaking face to face.

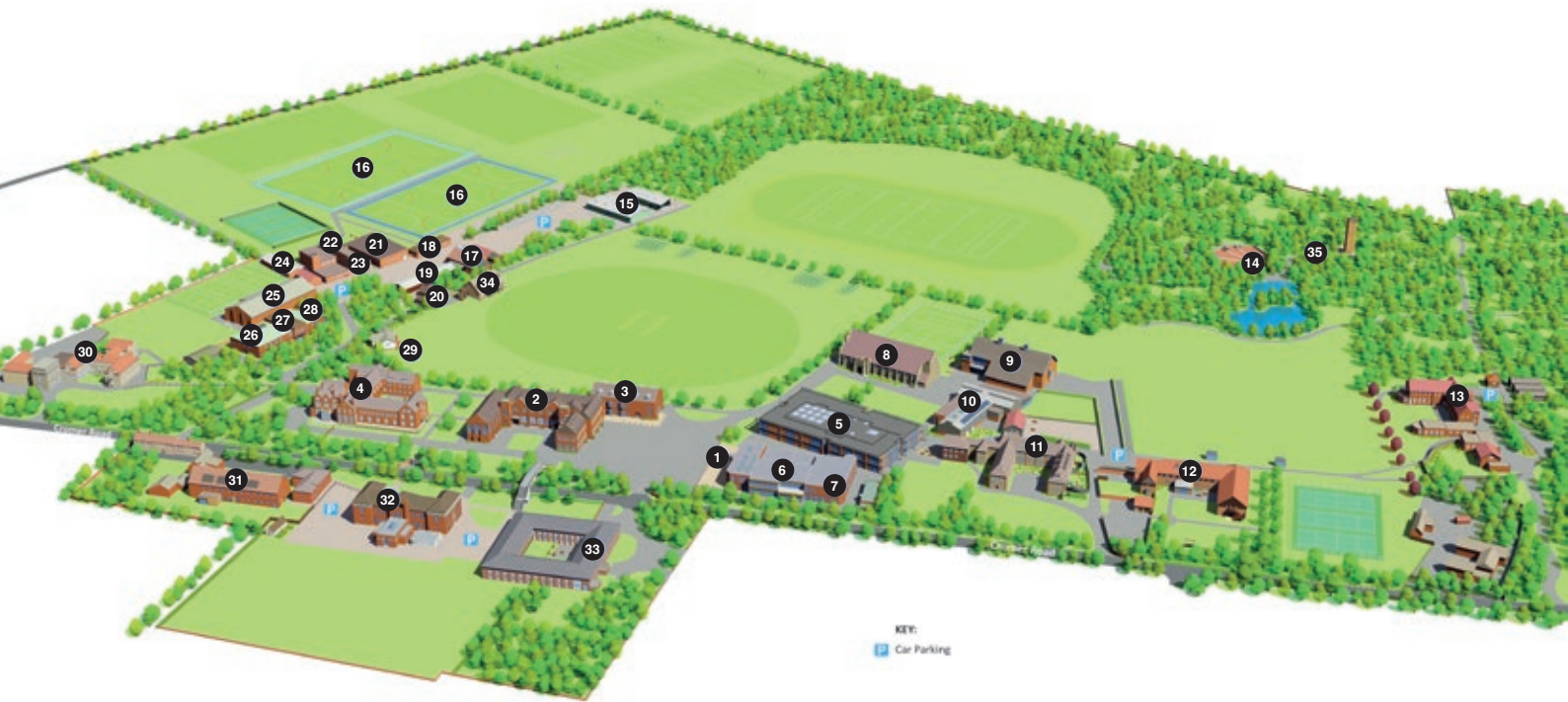
For the new pupils, I hope that your career will be both memorable and enjoyable for all the right reasons. As I am sure you will hear soon enough, I have three golden rules. First, be honest in your dealings with all staff and fellow pupils. Secondly, be kind in all your dealings with staff and other pupils. Finally, please work hard. If you follow these simple guidelines, I am confident that you will have a wonderful time here.

I am sure you may be a little nervous about the prospect of starting the term. I can assure you that Gresham's is an exceptionally friendly school. You must feel able to ask any questions if you are unsure about any routines or procedures. Your Housemaster or Housemistress will guide you in your early days and help you to settle in.

I trust that you cannot wait to get started. All the more reason for you to approach your new School full of enthusiasm and energy. I will very much look forward to welcoming you to the Gresham's family.

DOUGLAS ROBB
HEADMASTER

M A P



- | | | | |
|------------------|--|--------------------|--|
| ❶ Reception | ❷ Britten Building | ❸ CCF Headquarters | ❹ Arkell House |
| ❺ Big School | ❻ Farfield | ❽ Shooting Range | ❾ Dave's |
| ❿ Reith Block | ⓫ Edinburgh | ⓬ REME Shed | ⓭ Old Pavilion |
| ⓮ Howson's | ⓯ Queens' | ⓰ Swimming Pool | ⓱ Woodlands |
| ⓲ Dyson Building | ⓳ Theatre in the Woods | ⓴ Performance Gym | ⓵ Oakeley |
| ⓶ Dining Hall | ⓷ Facilities | ⓸ Squash Courts | ⓹ Library |
| ⓺ Health Centre | ⓻ All Weather Pitches and Astro Courts | ⓼ Studio | ⓽ Tallis |
| ⓿ Chapel | ⓾ CCF Stores | ⓿ Sports Hall | ⓿ Sports Pavilion |
| ⓿ Auden Theatre | | ⓿ School Shop | ⓿ The Bourdillon Tower and Activity Centre |

Senior School, Cromer Road, Holt, Norfolk NR25 6EA
Telephone: 01263 714500

www.greshams.com

TERM DATES 2023 / 24

MICHAELMAS TERM 2023

	TIME	DATE
Beginning of Term – All Pupils		Sunday 3rd September (10am All new Boarding pupils arrive, 11am All new Day pupils arrive)
Home Weekend	4.30pm	Friday 22nd September
Return	9.00pm	Sunday 24th September
Half Term	8.30pm	Friday 13th October (Boarding Houses stay open until 11am on Saturday 14th October)
Return	9.00pm	Sunday 29th October
Home Weekend	4.30pm	Friday 17th November
Return	9.00pm	Sunday 19th November
End of Term	12noon	Wednesday 13th December

LENT TERM 2024

	TIME	DATE
Beginning of Term – Boarders Return	7.30pm	Sunday 7th January
Day Pupils Return	8.00am	Monday 8th January
Home Weekend	4.30pm	Friday 26th January
Return	9.00pm	Sunday 28th January
Half Term	4.30pm	Friday 16th February (Boarding Houses stay open until 11am on Saturday 17th February)
Return	9.00pm	Sunday 25th February
End of Term	4.30pm	Friday 22nd March

SUMMER TERM 2024

	TIME	DATE
Beginning of Term – Boarders Return	7.30pm	Sunday 14th April
Day Pupils Return	8.00am	Monday 15th April
Half Term	4.30pm	Friday 24th May (Boarding Houses stay open until 11am on Saturday 25th May)
Return	9.00pm	Sunday 2nd June
End of Term	2.00pm	Saturday 29th June



Heart Attack

- Clot can block
- completely
- Heart muscle
- oxygen or glucose
- ⇒ heart failure



- ★ What lifestyle choices reduce risk?
- What medication is used?
- What symptoms are there?

OUR STAFF





HEADMASTER
MR D ROBB



DEPUTY HEAD
PASTORAL
MRS L ALEXANDER



DEPUTY HEAD
ACADEMIC
MR T HIPPERSTON



DEPUTY HEAD
EXTERNAL RELATIONS
MISS S RICHMOND



DEPUTY HEAD
CO-CURRICULAR
MR D ATKINSON



DIRECTOR OF
PASTORAL CARE
DESIGNATED
SAFEGUARDING
LEAD (DSL)
MISS L FIELDING



DIRECTOR OF
STUDIES
MR M SELDON

S T A F F L I S T 2 0 2 3 / 2 4

SENIOR STAFF

JOB TITLE	NAME	EMAIL
Headmaster	Mr D Robb	headmaster@greshams.com
Deputy Head (Pastoral)	Mrs L Alexander	lalexander@greshams.com
Deputy Head (Academic)	Mr T Hipperson	thipperson@greshams.com
Deputy Head (External Relations)	Miss S Richmond	srichmond@greshams.com
Deputy Head (Co-Curricular)	Mr D Atkinson	datkinson@greshams.com
Director of Pastoral Care, DSL	Miss L Fielding	lfielding@greshams.com
Director of Studies	Mr M Seldon	mseldon@greshams.com
Chaplain	Revd J Branford	jbranford@greshams.com

HOUSES

	HOUSEMASTER/ HOUSEMISTRESS	ASSISTANT HOUSEMASTER/ HOUSEMISTRESS	MATRON
Edinburgh	Dr E Fern	Mrs T Liberman	Mrs M Gibbs / Miss L Howard
Farfield	Mr T Burnett	Mr J Beales	Mrs G Lain
Howson's	Mr J Cowan		Mrs C Dennard / Mrs G Helps
Oakeley	Mrs O Ravilious	Mrs D Majid	Mrs J Trela / Mrs C Pearson
Queens'	Mrs V Seldon		Ms N Farrell
Tallis	Mr C Cox	Mr C Oates	Mrs J Porter / Mrs M Blanchard
Woodlands	Mr J Sharrock		Mrs J Roberts
Arkell	Miss A Mitchell		

STAFF BY SUBJECT

KEY: * Head of Department (p) Part time

SUBJECT/NAME	INITIALS	EMAIL
AGRICULTURE		
Mr J Beales*	JB	jbeales@greshams.com
ART AND DESIGN		
Mr A Gray*	AHG	agray@greshams.com
Mr N Humphrey	NPH	nhumphrey@greshams.com
Mrs L Nicol	LMN	lnicol@greshams.com
Miss S Pink	SJP	spink@greshams.com
BIOLOGY		
Mr T Philpott*	TMP	tphilpott@greshams.com
Miss F Gathercole	FMAG	fgathercole@greshams.com
Miss A Mitchell	ARM	amitchell@greshams.com
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BUSINESS STUDIES		
Mr A Coventry*	AJC	acoventry@greshams.com
CHEMISTRY		
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Mr M Kemp	MJK	mkemp@greshams.com
Mr C Oates	CO	coates@greshams.com
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ENGLISH		
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Mr M Seldon	MWS	mseldon@greshams.com
Mrs H Robinson	HCR	hrobinson@greshams.com
ENVIRONMENTAL SYSTEMS AND SOCIETIES (ESS)		
Miss F Gathercole*	FMG	fgathercole@greshams.com

SUBJECT/NAME	INITIALS	EMAIL
ENGLISH AS A SECOND LANGUAGE(ESL)		
Ms M Masters	MM	mmasters@greshams.com
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HISTORY		
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Mr A Stromberg	AS	astromberg@greshams.com
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MODERN LANGUAGES		
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MENTAL HEALTH NURSES		
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SCHOOL STAFF INSTRUCTOR CCF		
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SPORTS DEPARTMENT		
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Mrs T Liberman (Head of Swimming)		tliberman@greshams.com
Mr C Mack (i/c Hockey)		cmack@greshams.com
Ms S Nche (Strength & Conditioning Coach / Sports Assistant)		snche@greshams.com
Mr B Pienaar (Director of Rugby)		bpienaar@greshams.com
Mrs K Walton (Sports Administrator)		kwalton@greshams.com
Mr S Worrall (i/c Rugby)		sworrall@greshams.com

S U P P O R T S T A F F

JOB TITLE	NAME	EMAIL	TELEPHONE NUMBER
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PA to Bursar	Mrs A Holloway	aholloway@greshams.com	01263 714506
Headmaster's PA and Clerk to Governors	Mrs V Hipperson	vhipperson@greshams.com	01263 714511
PA to Deputy Head Academic	Mrs K Theobald	ktheobald@greshams.com	01263 714516
PA to Deputy Head Pastoral and Director of Pastoral Care	Mrs S Venuti	svenuti@greshams.com	01263 714521
Admissions Manager	Mrs L Arole	admissions@greshams.com	01263 714614
Accounts (Billing)	Miss E Norman	enorman@greshams.com	01263 714511
Head of Human Resources	Ms K Dugan	kdugan@greshams.com	01263 714533
Exams Officer	Mrs K Bartlette	kbartlette@greshams.com	01263 714513
Librarian	Mrs J Corder	library@greshams.com	01263 714539
School Secretary	Mrs M Underwood	munderwood@greshams.com	01263 714501
Transport Coordinator	Mrs C Carr	ccarr@greshams.com	01263 714500
Careers Advisor	Mrs S Osborne	sosborne@greshams.com	
Health Centre		healthcentre@greshams.com	01263 712142

ALL STAFF CAN BE CONTACTED VIA RECEPTION:

01263 714500

EMAIL: RECEPTION@GRESHAMS.COM



SCHOOL HOUSES



HOUSES

FARFIELD - BOYS



Housemaster

Mr T Burnett 01263 714566

Assistant Housemaster

Mr J Beales 01263 714568

Matrons

Mrs G Lain 01263 713838

School Map Reference: **11**

HOWSON'S - BOYS



Housemaster

Mr J Cowan 01263 714573

Matrons

Mrs C Dennard / Mrs G Helps

01263 714581

School Map Reference: **4**

TALLIS - BOYS



Housemaster

Mr C Cox 01263 714569

Assistant Housemaster

Mr C Oates 01263 714597

Matrons

Mrs J Porter / Mrs M Blanchard

01263 714568

School Map Reference: **33**

WOODLANDS - BOYS



Housemaster

Mr J Sharrock

01263 714570/713236

Matron

Mrs J Roberts 01263 714593

School Map Reference: **30**

QUEENS' - GIRLS



Housemistress

Mrs V Seldon 01263 714564

Assistant Housemistress

Matrons – Ms Natalie Farrell

01263 711437

School Map Reference: **13**

EDINBURGH - GIRLS



Housemistress

Dr E Fern 01263 714611

Assistant Housemistress

Mrs T Liberman 01263 711035

Matrons

Mrs M Gibbs/Mrs L Howard

01263 711036

School Map Reference: **12**

OAKELEY - GIRLS



Housemistress

Mrs O Ravillious 01263 714572

Assistant Housemaster

Mr D Majid 01263 712564

Matrons

Mrs J Trela/Mrs C Pearson

01263 712018

School Map Reference: **31**

ARKELL - DAY



Housemistress

Miss A Mitchell 01263 714536

School Map Reference: **27**



YOUR HOUSE AND HOW IT WORKS

HOUSEMASTER OR HOUSEMISTRESS (HSM)

Your Housemaster or Housemistress is in charge of your House. They will be the most important adult to you in your time at Gresham's.

ASSISTANT HOUSEMASTER OR HOUSEMISTRESS

Your Assistant HSM helps the Housemaster or Housemistress with their duties in the House. They are usually resident and will take over the running of the house every other weekend.

MATRON

Your Matron is often pupils' first port of call for any minor problems or worries; they are always there to

support and look after you during the day or if you are ill. Matron is the chief providers of snacks!

RESIDENT HOUSE TUTOR

This is a member of the tutor team who lives in the House and is another adult who is always there to support and look after you.

TUTORS

You will have your own tutor, who will not usually be resident in the House, but who will spend time in the House on duty once a week. Your tutor will be a key part of your daily life at Gresham's, alongside your Housemaster or Housemistress, and it is hoped that you will develop a close working relationship with them over your time at the School.



They will be the main point of contact for other staff and your parents on most matters that concern your progress and wellbeing at school. Year 9 pupils are usually tutored together as a house group; pupils in Year 10 and above will join a 'vertical' house group of about eight pupils across Years 10-13 and will usually be tutored by the same tutor for the rest of their Gresham's career.

HEAD OF HOUSE

The Head of House is a Year 13 pupil who is chosen by the Housemaster or Housemistress and approved by the Headmaster. They are responsible for the prefect rotas, arrange House events, and represent your views at the School Prefect meetings. They also help run their House and are a listening ear for all pupils.

HOUSE PREFECTS

House Prefects are Year 13 pupils appointed by your Housemaster or Housemistress and approved by the Headmaster. They assist the tutor on duty

with supervising prep and bedtimes and generally help with the running of the House.

DOMESTIC TEAM

The cleaners in your House do much to help the House and the School and you should always treat them with the highest respect. You should help them in their job – in particular by doing all you can to avoid causing them extra work.

Your Housemaster or Housemistress will send you details of how your own House works, what the rules are in that particular House and what happens at the beginning of term. The House handbooks can also be found on the website. If you do not understand something, please contact them directly for help and information.



PASTORAL SUPPORT





PASTORAL SUPPORT

WHO CAN I TALK TO IF I AM WORRIED ABOUT SOMETHING?

It is very important to us that every pupil feels that they can share their feelings with others who may be able to help while they are at Gresham's.

Usually, the best way to do this is by talking to someone in person at the School. This could be:

- A friend
- An older pupil or prefect
- A Mental Health Champion
- Your Housemaster or Housemistress
- Your Tutor
- Your Matron
- The Chaplain

- Mental Health Nurses
- Health Centre Nurses
- Any other member of staff

There may be times when you feel you can't talk to a member of teaching staff – this is perfectly alright and natural. The School Mental Health Nurses are independent and confidential professionals, trained and experienced in giving advice and support about issues and problems that affect young people.

There are also two Independent Listeners to whom boarding pupils can speak to if they do not want to talk to someone at School.

CHAPEL

Gresham's has a Church of England Christian foundation but the School is open to all religious denominations. The Chaplain is always available to the pupils, and Chapel is a focal point of school life. On a Monday, Wednesday and Friday a short Chapel Service takes place, and a longer service is held on Saturdays. On Sundays there is often a service for boarders, to which day pupils and parents are most welcome. These are sometimes formal sometimes informal. Boys and girls may be prepared for Confirmation at the School. The School Chaplain is, in addition, always available to provide advice and guidance for individuals.

HEALTH CENTRE

Our Health Centre is staffed 24 hours a day, 7 days a week. We have a School Doctor, an Advanced Nurse Practitioner, and four Duty Nurses; there is a doctor's clinic three mornings a week. We have two Mental Health Nurses, who are experts in their field, and to whom pupils can take problems. Pupils may also be directed to them by Housemasters or Housemistresses, through the Director of Pastoral Care, where more specialist help is needed. We have excellent links with mental healthcare specialists beyond our own team, and the School Doctor will make referrals to them if necessary. The Duty Nurses also run a pupil drop-in clinic called SANDI and these timings are advertised to pupils.

PERSONAL, SOCIAL AND HEALTH EDUCATION

PHSE

To prepare pupils for adult life, we run personal development courses that run throughout the school. Years 9 to 11 have timetabled PHSE lessons, Year 12 take part in a wellbeing course as well as a full lecture programme alongside Year 13. The school's PHSE programme covers physical and mental health, relationships, citizenship, economic wellbeing, and substance abuse. From Year 10 career options and the world of work are introduced. Included in the scheme is a programme of lectures and presentations using specialist guest speakers.

Relationships and Sex Education

Health education is a major aspect of PHSE, and pupils have a right to experience it throughout their statutory education. Relationship and Sex Education (RSE) is also a major component of the School's comprehensive programme of PSHE.

We believe that most of the RSE programme is best discussed openly with teachers who are known and trusted by the pupils. Pupils are taught in mixed-sex groups and lessons are age-appropriate. The Head of PHSE sends out further information to all parents at the start of the academic year.

SCHOOL POLICIES

All school policies are available for parents and pupils to view in full on the Parent Portal or on request from the Headmaster's Office: **01263 714511** or vhipperson@greshams.com

The Safeguarding & Child Protection Policy and other major policies are also published on Policies and Inspection Reports: www.greshams.com/about-us/policies-and-inspection-reports/

SCHOOL RULES

The School Rules are in the Senior School Pupil Handbook and on the Parent Portal.

If you have any queries or concerns with any of these documents, please contact the Deputy Head Pastoral's office using the details below:

Mrs Lizzie Alexander – Deputy Head (Pastoral):
lalexander@greshams.com

or

Mrs Sam Venuti – PA: svenuti@greshams.com
01263 714251



YOUR SCHOOL DAY

- ① Big School
- ② Reith Block
- ③ Library
- ④ Cairns Centre
- ⑤ Britten Building
- ⑥ Auden Theatre
- ⑦ Dyson Building
- ⑧ Chapel

SCHOOL DAY

CHAPEL AND TUTOR TIME

On Monday, Wednesday and Friday the school day starts with a short Chapel service. A longer service is held on Saturdays after lessons. On Thursday mornings there is a voluntary service of communion at 8.00am. On Sundays there is often a service for boarders, to which day pupils and parents are most welcome. Sometimes these are informal services; sometimes they are formal.

There will also be time allocated during the week to see your tutor both in a tutor group and individually.

CFB – THE DINING HALL

CFB stands for Central Feeding Block, but it is also known as the Dining Hall. The CFB is where all pupils eat their meals. There is a wide choice of dishes available, including vegetarian and vegan meals and gluten-free food. Year groups eat together but there is no strict seating plan. You are encouraged to mix with pupils in your year being mindful to ensure that no one has been accidentally left behind. If you have particularly enjoyed a meal, do please feel free to thank the Catering Staff – they do a great job for us, and it is good to be appreciated. Mobile phones are not allowed in the Dining Hall at any point in the day.



TIMES FOR MEALS AND LESSONS

Pupils will be given their timetable and all the times of breaks and meals in it. However, if at any point you get confused and can't work out where you should be, ask a member of staff or another pupil and they will help you.

Tuck Shop

The tuck shop is open at break times in the CFB; you can buy snacks and meet friends here. It is also open Tuesday – Thursday evenings in Dave's.

Tig's Café

Tig's is the café in the Britten Building. It is open to Year 13 throughout the day to study, and although the café is not open in the evening, Sixth Form are welcome to use the social space there.

BREAK TIMES

- Breakfast: a selection of hot and cold food is available in the CFB from 7.15am.
- Morning break: you can get toast or snacks from your House or go to The Tuck Shop to buy a few extra items. The Sixth Form can visit Tig's Café in the Britten Building at break times.
- Lunch break is from 12.30pm but its start time will vary, depending on your academic timetable.
- Afternoon snack: Matron will put this out after lessons or games in the afternoon which is about 4.30pm.
- Supper is from 7.00pm and lasts for 45 minutes.

TOWN LEAVE

Pupils are allowed to go into Holt on certain days of the week. Your Housemaster or Housemistress will tell you when you may go. You are not allowed to eat or drink outside in either the town or walking

back to School and any lunchtime town leave does not replace attending meals. Most importantly, you must sign out and back into your House.

REGISTRATION AND ROLL CALLS

Roll call and registration is taken in Houses. Morning registration is at 8.10am, and Day pupils must arrive at their House by 8.05am each day. Registration is also taken in the Houses after lunch (times vary on a Saturday), and roll calls happen each evening before and after prep.

PREP

Prep for Years 9-10 is at 5.30-7pm. For Year 11 pupils and above, it is in two sessions, split by supper. The two sessions are 5.30pm-7pm and 7.45-8.30pm.

END OF THE SCHOOL DAY

Day pupils in boarding houses can leave School at 5.30pm, 7.00pm, 7.30pm or 8.30pm each weekday evening, as agreed by your parents with your Housemaster or Housemistress at the start of the academic year. On Saturdays, day pupils can leave at 3.30pm, or after their Games/matches finish. Day pupils in Arkell House will leave at 5.30pm during the week and 3.30pm on a Saturday.

EVENINGS

Evening activities vary depending on the day and your House. The social space in Dave's is open Tuesday – Thursday nights and there are special events put on for Sixth Formers on a Wednesday evening. The Britten Building is also open on Tuesday – Thursday until 7pm for music practice. Other activities will also take place after supper such as debating, subject societies and astronomy club.

EQUIPMENT

BOOK BAG

Pupils in Years 9, 10 and 11 are required to have a sturdy bag to carry their books and A4 files.

CALCULATORS

Sixth Form will use a Casio CG50 and Year 9,10 and 11 a Casio FX 85.

If you don't have the correct calculator it is best to order these through your Maths teacher at the start of the Michaelmas Term.

STATIONERY

Textbooks, files and paper are provided by each of your subject teachers at the beginning of the year but you are advised to bring your own stationery. Pupils should write in blue or black ink.

LAPTOPS

Please see the information about the School's 1:1 device scheme.

MOBILE PHONES

Pupils in Year 9 must hand in their mobile phone to their Housemaster or Housemistress at morning roll call although Year 9 day pupils tend to leave them at home. Further detail about rules on personal technology can be found in the Mobile Device Policy, Online Safety Policy and the ICT Acceptable Use Agreement (pupils) on the portal.

LOST PROPERTY

It is not a good idea to leave your belongings around the campus for any length of time. If books are damaged by being left out in bad weather, you will be charged the full replacement cost. Please make sure all your belongings are named. Items of value such as mobile phones, jewellery and watches will be taken to the office of the Pastoral Deputy Head's office.

School uniform, games kit, files and books:

These items can be handed in or claimed from Reception. Reception will contact pupils if a named item is handed in. Items not claimed by the end of term will be recycled or given to matrons to issue as spares in houses.



GENERAL INFORMATION

RETURNING TO SCHOOL 'OUT OF HOURS'

Day pupils in boarding houses and boarders are allowed to be at School in the evenings and at weekends on occasions when they would usually be at home. However, it is essential that, if you are in School at an unusual time, you check in with your Housemaster or Housemistress and sign in and out of the House, so that the member of staff on duty knows that you are on school premises. This is to keep you safe. Day pupils in Arkell will leave at 5.30pm on week nights but can make arrangements with their Housemistress if they need to be in school later.

TRAVEL AT HOME WEEKENDS AND HOLIDAYS

If you live between Norwich and London, it is possible for you to book tickets for the coach and train at Home weekends, Half terms and at the beginning and end of terms. The coach leaves from the Parade Ground and connects with the London train at Norwich. This is booked using the travel page on the Parent Portal.

SCHOOL UNIFORM

It is essential that every pupil at Gresham's wears the school uniform, not only to appear smart but also to encourage a sense of pride in themselves and the School. Clear guidelines may be found in houses and in the pupil handbook and the uniform lists can be found on our website. Pupils must wear a gumshield when playing rugby and hockey as well as shin guards for hockey.

LOWER SCHOOL (YEARS 9, 10 AND 11)

Girls may wear one set of stud earrings only. No other visible jewellery is permitted, except one plain ring on the hand. No makeup is allowed for Lower School pupils. Boys' hair should be off the face and collar, with ears showing, neatly graded in and no shorter than a grade three. Girls must tie their hair back if longer than the top of their shoulder. Hair must be a natural colour. Please ask your Housemaster or Housemistress if you have any questions about school dress.

SIXTH FORM

In the Sixth Form, you will wear your own suit. Specifications can be found in the Uniform List. At all times clothes must be clean, neat, tidy and in good repair.

In the Sixth Form, girls are permitted to wear discreet makeup and small drop earrings rather than studs if they prefer. Boys' hair should be off the face and collar, with ears showing, no shorter than grade three and not undercut or very obviously in two distinct layers. Girls' hair must be off the face though not necessarily tied back unless for games or for safety reasons such as in science labs. Hair must be a natural colour.

SCHOOL UNIFORM SHOP

The shop is open during term time and during the last three weeks of the summer holidays. From Monday 14 August the shop will be open Monday to Thursday from 9.30am to 5pm. Please email shop@greshams.com for an appointment or call 01263 714591. Appointments take approximately one hour.

New uniform can also be ordered and paid for over the phone and collected from the shop or Reception.

We request that new pupils, and especially families living overseas, book their appointments early as space is limited, and your child is expected to start the new school term in uniform. If you are flying into the UK ahead of the beginning of term, we respectfully ask that you make an appointment to have your uniform fitting first.

Pre-loved uniform is also available, and the sales are managed by Friends of Gresham's School (FOGS). Pre-loved uniform will be available to buy from 9 – 11am on the same days during the holidays as the shop is open.

You may also visit the shop in term time. It would be useful if you could let us know in advance that you are coming so that we can get stock ready for your child to try on.

School Shop opening hours during term time:

Mondays: 8.30am – 12.30pm

Tuesdays: 8.30am – 3.30pm

Thursdays: 8.30am – 3.30pm

Saturdays (excluding home weekends):
8am – 9am (by appointment only)

Pre-loved uniform will be available to buy from
8am – 10am on Mondays, Tuesdays and
Thursdays.

Naming of uniform

The shop offers a heat pressed name labelling service at a one-off charge of £90 per pupil. This covers all items of uniform to be named (including socks and tights) for the entire time that your child is at Gresham's School.

The School Shop also sells school and games socks with your child's name and house woven into each sock. Please email us to order these. Please note that all items of uniform, equipment and other possessions brought into School must be clearly named. Boarders must have all home clothes named.





ACADEMIC LIFE





AN INTRODUCTION TO ACADEMIC LIFE

Central to school life is academic work, and we expect pupils to approach this with evident interest, a keen desire to do well and in an organised manner. An important tenet is that pupils should take pride in their work. What they write, say, do and produce reflects much of themselves. Pupils should feel that academic staff are open to emails, Teams messages and conversations at any time to help support them in their studies; similarly, students are expected to react in a timely manner to staff emails, and they should check their school email accounts at least twice a day. The Tutor is the key figure who will develop a strong overview of progress and attitude, and will usually be the pupil's first port of call for concerns about work or school matters.

These notes are not exhaustive and more information can be found on the Parent Portal, which is made available to parents to access online on the first day of term. Please do not hesitate to contact the School if you need further explanations.

One of the early steps to academic success is being organised. Pupils will be expected to keep track of their online calendar and the assignments they have been set via Teams. (They will be shown how to do this). A school bag is vital for organisation and all pupils in Years 9-11 are required to have one for their device, books, folders and equipment. Pupils are to listen attentively when notices are read in House and Chapel.

THE TUTOR SYSTEM

Pupils meet their tutors regularly each week and in one-to one sessions to discuss reports, targets, choices, problems and achievements and informally around the House and School. All staff are attached to one of the Houses, and the House Tutor team will supervise prep and evening times. The pupil's Tutor is a major point of contact between staff and parents.

In Year 9, pupils are tutored in a group comprising Year 9 pupils only. In Years 10 and above, pupils will belong to a tutor group, usually of eight and comprising two pupils from each year group.

PREP (HOMEWORK)

Prep is done in House on all weekday evenings. A prep timetable is published for Years 9-11, and pupils should develop the habit of doing the work on the night it is allocated to be completed rather than leaving it until the last minute. Year 9 prep is supervised, while older pupils work in their studies. Sixth Formers are not given subject-specific times for prep but are expected to organise their own time to meet deadlines. If at any time the pressure of commitment grows too great, pupils and parents are encouraged to discuss the problem immediately with the Tutor.

We strongly believe that what makes Gresham's a valuable educational experience is the manner in which co-curricular and academic activities and skills develop the abilities of pupils together. Term time is busy (it is one of the reasons we have longer holidays and Home Weekends) and therefore pupils can expect to work beyond supper from time to time, and increasingly as they advance through the School. Staff will be open and sympathetic to granting reasonable extensions if these are discussed in advance, but pupils are expected to be disciplined and catch up either at home or after supper.

ACADEMIC REWARDS

Academic Merits are given at the discretion of subject teachers for good work either in light of effort or quality, and these are recorded. The Deputy Head (Academic) will write personally to pupils, often on the recommendation of teachers, for pupils who are performing exceptionally well. Certificates of Academic Achievement, signed by the Headmaster, are awarded to pupils who are demonstrating academic leadership or sustain very high standards. The Headmaster will congratulate the pupil personally and the certificates are usually awarded in Chapel. Academic prizes for the most deserving pupils are awarded on Speech Day.

SANCTIONS

It is important that pupils develop the necessary rigorous approach to study to make the most of their ability. Pupils who fail to hand in work on time or whose attitude is below expectation should expect to be punished. The usual and immediate sanction for incomplete or later work is Academic EP (extra period), which runs each evening. Serious breaches of expectation and cutting activities will result in a Deputy Heads' Detention. Supervised prep and supervised free time are additional sanctions. Pupils who fail to put in the necessary effort towards public exams may be withdrawn from the exam.

ELECTIVES

Electives are an opportunity for pupils to choose additional learning sessions at Gresham's. Pupils should make regular use of these to help with specific areas or to develop interest beyond the examined curriculum. They are not time for pupils simply to be taught again. All departments run Electives and a timetable booklet is produced of when and where these happen, along with target age groups. Electives occur Tuesdays-Fridays inclusive, 4.40-5.20pm.

ENRICHMENT

To make the most of their time at School, pupils are expected whenever possible to be involved in the academic enrichment programme to develop their intellectual and cultural understanding. Activities range from academic societies and visiting speakers to debates and trips. Years 9 to 10 and Year 12 have weekly timetabled enrichment activities in addition to these, and all year groups have academic activities within GAPS on a Tuesday and Thursday afternoon, and after chapel on Saturday. Many of the STEAM activities take place then. Cultural events such as music recitals and theatre performances take place throughout the term and pupils should be attending these too.

SCHOOL REPORTS AND GRADING

Twice a term, Report Grades are given for each pupil in each subject. Grades indicate current attainment for pupils in Years 9-13, an estimate which for Year 11 relates closely to anticipated performance at GCSE or A-level as the exam approaches. A number, 1-4, is given for effort, with 1 'above expectation', 2 'meeting expectation', 3 'below expectation' and 4 'significantly below expectation'. Tutors discuss grades with pupils at formal tutorials each half of term and underachievement is likely to see pupils placed on a Work Report, which is a supportive measure.

ENGAGEMENT GRADES	ATTAINMENT GRADES
1=	above expectation
2=	meeting expectation
3=	below expectation
4=	significantly below expectation

YEAR/LEVEL	INDICATORS OF PERFORMANCE
Years 9,10,11	9-1, the top grades are only available to pupils in year 11.
GCSE	A*-U or 9-1, depending on exam board followed.
A level	A*-U

For students following the IB Diploma, the grading system used by the School will follow the agreed IB Diploma system. Generally, unless specifically indicated, these achievement levels will be applicable to the work covered in the weeks prior to the assessment being made; they should not be used as a predictor of future exam performance. In addition to these achievement grades, there will also be engagement grade awarded for each subject.

YEAR/LEVEL	INDICATORS OF PERFORMANCE
IB Diploma	7-1
IB TOK and Extended Essay	A-E

Full reports are written each term by subject teachers, Tutors, the Housemaster or the Housemistress and the Headmaster, and are usually sent home shortly after the end of term. Shorter reports called "Comments" are issued usually just before each Half term break. The full reporting schedule can be viewed on the Parent Portal.

It is important that you have supplied the School with an up-to-date email address to receive your child's school report.

P A R E N T S ' M E E T I N G S

There is a Parents' Meeting each academic year for each year group, with the exception of Year 9 where there are two. (The first of these will be an in-person meeting with the Tutor only in the House.) Parents' Meetings are an opportunity for you to meet the teachers and the Tutor to discuss progress and potential in their subjects. These will take place online. The dates and times of these meetings are published in advance in the School Calendar; if you cannot attend or would prefer to meet a teacher in person then please contact the Tutor. Pupils may attend these meetings with their parents.

The booking form for each meeting is completed online. Parents are emailed the link two weeks in advance of the meeting. Five minute periods are allocated for each member of staff and these conversations cannot develop longer. All staff are available for one-on-one meetings throughout the year and parents should not feel they must wait for the Parents' Meetings to arrange an appointment or conversation with staff, either online or in person.

I N T E R N A L E X A M S

Pupils in Years 9 and 10 have end-of-year exams in the second half of the Summer term. These are important in their own right as revision and preparation will consolidate material that has been covered in the year. Results may also be used for setting purposes. Pupils will be given time in advance to revise but should expect to spend time with their books during the Half term break. Pupils in Year 11 will have mock GCSE exams at the end of the Michaelmas term and in the first week in January. They will be expected to spend some time preparing for these during the Christmas break.

Pupils in Year 12 will have end-of-year exams two weeks before the summer Half term, these offer good indicators of progress and potential, the results from these exams will inform the School's predicted grades for UCAS and other university entrance procedures. Pupils should start revision in the Easter holidays and can be expected to be retested if they underperform. Pupils, who continue to underperform in the Year 13, may be removed from entry into public examinations. Mock exams for Year 13 IB pupils will be in the first half of the Easter term; A level mocks are after Half term. Both cohorts will be expected to do some revision over the Christmas break.

P U B L I C E X A M S

Public exams take place in May and June. Pupils' exam timetables will be published before the Easter holidays. Dates and details for exam leave will be published then; some GCSEs will fall before exam leave starts.

IB exams usually begin very close to the start of the Summer term.



SIXTH FORM

The Sixth Form is an exciting and fulfilling time in the School, and it is different to the earlier years. The Sixth Form offers a more varied curriculum to different students and pupils are encouraged to take greater responsibility for their learning, both within the classroom and throughout the day. Sixth Form study requires pupils to engage in private reading and academic study outside the classroom in order to develop contextual understanding to the topics within the curriculum. Pupils studying A levels have study periods, which should be used for study and not seen as free time. Year 12 pupils may have their study periods supervised but will have unrestricted access to the Library and the internet.

In the Sixth Form, academic life is enriched by a programme of lectures on Friday evenings, some given by speakers of national reputation. Others are of a practical nature - related to student life for example, or of general interest. There are also academic societies in school, including a discussion forum for academic high-flyers. A level students may also complete the core of the IB Diploma as further enrichment, including the Extended Essay.



CAREERS AND UCAS

All pupils, but especially Sixth Formers, are expected to visit the Careers Department and to gain advice and help about their future careers. Events and speakers are arranged regularly throughout the year and pupils are informed of these in advance. Tutorials and time are given in the Year 12 year to introduce pupils to the UCAS system and the use of Unifrog. Pupils are expected to have completed UCAS by the start of the Michaelmas Half term.

The Head of UCAS oversees the process of UCAS applications from the Summer term of the Year 12 year and senior academic staff also welcome discussion about applications. The School organises visits to Oxbridge colleges and a few other universities and, within reason, pupils are given permission through their Housemaster or Housemistress and Deputy Head (Academic) to attend Open Days at universities of their choice.



G R E S H A M ' S C A R E E R S

Mrs Osborne, Head of Careers, is an experienced, qualified careers adviser giving information, advice and guidance on next step study options involving working closely with the Academic Deputy Head, Mr Hipperson; the lead of Oxbridge applications, Mr Kinder; the UCAS coordinator, Mrs Mousley, the IB coordinator Mrs Futter and the Academic Tutors to assist pupils and parents with making informed decisions about any aspect of planning for post Sixth Form options, together with offering:

C A R E E R S O R P U P I L / P A R E N T I N T E R V I E W S

A comprehensive action plan is provided following the interview.

M O R R I S B Y O N L I N E

An objective and impartial careers and education psychometric testing service. It provides a comprehensive report with lifetime website login access and costs a one off fee of £30.

www.morrisby.com.

CAREERS EDUCATION

This is provided through the PSHE/Wellbeing carousel with years 9-11 incl. and with the academic tutoring programmes. It focuses on an introduction to the career's platform UniFrog and working to help with linking subject learning to careers plus giving insight to developing self-awareness, employability skills, exploring future pathways, writing personal statements, developing CVs, applying to university and degree apprenticeships.

ACADEMIC ENRICHMENT TALKS

During term time academic enrichment talks take place weekly for Sixth Formers to expand and challenge knowledge and give further insight and understanding of a diverse range of subjects and current affairs.

OLD GRESHAMIANS

Careers work closely with the Old Greshamian Club to link with ex-students to help current pupils with information and insight on study, the work place, careers and work experience.

WORK EXPERIENCE AND PART TIME HOLIDAY WORK

Work experience / summer jobs / Gap year experiences are promoted by email / Teams and the Houses noticeboards.

STEAM

Careers and STEAM coordinator work together for the dedicated STEAM weeks to organise workshops and employer visits embracing all subject learning in Science, Technology, Engineering, The Arts and Maths. The bi-annual STEAM Careers Fair is held in The Dyson Building for years 9-13 with a diverse range of employment and job roles.

BUSINESS BREAKFAST

An annual event for Sixth Formers to practice networking skills and to build contacts with a diversity of business.

YEAR 12 CONFERENCE

An annual event showcasing some of the options for students post Sixth Form with workshops from Universities, Oxbridge, Employer Degree Apprenticeships, Medicine, Gap years, The Armed Forces, the Creative sector, Music, Studying Abroad & USA.

CAREERS OFFICE

The Careers Office is next to Tig's Café in the Britten Building. Please email Mrs Osborne at sosborne@greshams.com to arrange a meeting.



THE LIBRARY

The Library supports teaching and learning across the Gresham's curriculum and is open throughout the School day from 8.30am to 8.30pm. As well as providing access to a range of resources both in print and online, we offer a peaceful, quiet and comfortable environment in which to work away from distractions, with Sixth Form pupils benefitting from exclusive access to the first floor study area. There is also an extensive fiction collection designed to foster or cement a love of reading and literature. Activities, displays and house competitions are organised across the year to promote reading, tie in with wider events, and raise awareness.

Pupils receive Library induction lessons at the beginning of Year 9. Classes are welcome to visit the Library with subject teachers to carry out research, and pupils may also use the Library in free time and for study periods and prep.

As pupils enter the Sixth Form, the Library plays an increasingly important role in supporting their studies. Developing the skills required to work

independently and in an academically honest manner is a vital aspect of Sixth Form study and beyond, and we provide resources for and support with literature searching, referencing, time management, note taking, compiling a bibliography, avoiding plagiarism and more. Sixth Form pupils also have access to university level research materials through the Library's online subscriptions.

Beyond the Library collections, the librarian can purchase and request material from other sources to support coursework, TOK, extended essays, wider subject reading, university reading lists or personal study.

To find out further information about opening times, book borrowing, study skills and more, visit the Library pages on the school VLE at **greshams.fireflycloud.net/library**

If you have any questions, please contact the Librarian: **library@greshams.com**

LEARNING SUPPORT

The School is committed to helping those who need Learning Support. The School accommodates pupils with special needs, and has due regard for the Special Educational Needs Code of Practice.

In the Learning Support Department, experienced and qualified teachers help pupils who have a specific learning difficulty (dyslexia/dyspraxia or dyscalculia) or sensory impairments. The department deals mostly with pupils who have difficulties with basic literacy skills (i.e. reading, spelling, writing or comprehension) or mathematics.

Whilst as much help as possible is given to developing strategies to cope with the specific learning difficulty, attention is also focused on supporting the pupil with his or her classwork, and encouraging better organisation, study skills and revision techniques.

The majority of lessons are given within the normal timetable. For pupils in Year 9 most of the lessons take place during the language options. In the GCSE years, pupils often take one less subject, giving time for individual lessons, small group lessons and supervised study periods.

The number of individual lessons a pupil receives depends upon the needs of the pupil. Pupils in Year 9 normally receive one or two individual lessons a week and these are often supplemented by supervised study time or help in small groups. For pupils in Years 10 and 11, individual lessons are still given at least once a week, depending upon each individual pupil's needs and their workload, but not all pupils will need the supervised study time. The aim is to give each pupil the help they need when they require it.

There is an additional charge for 1:1 support from the Learning Support department that is added to the school bill at the end of term.

Pupils are normally referred for help by their previous school or parents with a recent report from an educational psychologist or specialist teacher.

Within the first term, all new pupils are tested to try to ensure that no one that needs specialist help is missed. Teachers may recommend a pupil for further testing if they are concerned with their progress. All new pupils to the school complete a screening test.

Pupils are normally tested to see whether they qualify for access arrangements for public exams in the year before they take their GCSEs, A levels, BTECs or IB examinations. Not all pupils who have help in the department necessarily require extra time and not all pupils who have access arrangements necessarily require individual help.



C O - C U R R I C U L A R





CO - CURRICULAR PROGRAMME

GAMES

Games take place on Tuesday, Thursday and Saturday.

In the first week of term you will usually prepare for the season in the major sport. We strongly encourage and expect pupils to participate in the major sport each term. All Year 9 to 10 boys and girls will start the major game for the first Half term, unless there is a reason not to. If the pupil is not a regular member of a team or the major game is not suited to or enjoyed by the pupil after this period, alternative games options will be allocated in consultation with their HSM, Head of Sport and Deputy Head Co-Curricular.

In order to provide variety and to have competitive skills, inter-school matches take place on a regular basis at all age levels throughout the school. In addition, there are national and county competitions, and other tournaments that the School's teams have taken part in with a great deal of success, particularly in recent years. The pupils at Gresham's therefore have numerous opportunities to develop their sporting skills and talents.

The main games at Gresham's are as follows:

TERM	BOYS	GIRLS
Michaelmas	Rugby	Hockey
Lent	Hockey	Netball
Summer	Cricket, Tennis and Athletics	Cricket, Tennis and Athletics



Shooting is a major Gresham's sport and runs throughout the year. The team is selected by the Master i/c of Shooting, in consultation with the Heads of Sport. Swimming is also very popular as is Equestrian.

Minor sports available (predominantly for Sixth Form options):

TERM	SPORT
Michaelmas, Lent, Summer	Badminton, Cross-Country, Golf, Football, Aerobics/Circuits, Sailing, Squash, Swimming

A Strength and Conditioning Centre has been opened alongside the appointment of Strength and Conditioning coaches. All pupils will have the opportunity to be inducted into the gym and year group sessions will be available during the week.

MOUTH GUARDS FOR SPORT

The School follows the recommendations issued by the national bodies for Rugby and Hockey and of BAALPE concerning the use of mouth guards (gumshields) when pupils play sport.

They are as follows:

- Gumshields can provide useful protection against injuries to the teeth in competitive games of rugby and hockey.
- Their provision is the responsibility of the individual pupil and his or her parents.
- When worn they need to be properly fitted.
- Gum shields are personal and should not be shared or borrowed.

The School strongly recommends that parents ensure that their children's teeth and gums are protected by the provision of a specially fitted mouth guard.

Boil in water mouth guards will not be issued from School by any member of staff. The Health Centre have a supply of TITAN once-only mouth guards, which can be fitted by Health Centre staff in an emergency.

TITAN dentists will visit the school on Induction Day – Sunday 3rd September 2023.

MUSIC

Music plays an important part in the lives of many at Gresham's and we encourage all pupils to be involved in some way. We are fortunate to have the wonderful Britten Building, and in it The Fishmongers' Recital Hall and Recording Studio. If your son or daughter already plays an instrument and would like lessons or if they would like to start playing, please complete a music lesson form. Lessons take place on a weekly basis in the Britten Building. Everything you need to know about lessons and scheduling will be explained in detail when you sign up for lessons.

For singers there are a number of choirs to join, ranging from the Chapel Choir to various chamber groups and junior choirs for the younger years. The Chamber Choir frequently performs at functions throughout the county, and most of our young musicians participate in concerts around Norfolk and further afield.

In addition to the choirs, Orchestra and Concert Band, there are a number of Ensembles to join, including Brass, Wind, Jazz, Strings, Guitar and Percussion Ensembles. In addition, we run a number of theory, aural and accompaniment sessions to support the pupils' musical progression. The monthly Music & Munch lunchtime concerts (which start at 1.15pm on Fridays) provide an opportunity for pupils to gain valuable performance experience as a soloist, and to perform in small groups. This is very popular with our local residents and parents.

In conjunction with the Drama Department, an annual musical production takes place each year in The Auden Theatre.

The Music Studio is a hive of activity, and pupils interested in Music Technology or joining a band will find a warm welcome.

The House Music Competition involves every pupil with Unison song and Instrumental classes in the Michaelmas term, and with Individual performances in the Lent term. Every Lent term, the Gresham's Choral Society, which is open to parents and the wider community, has weekly rehearsals culminating in a performance for orchestra and choir at the end of term.

For further information please contact Mrs Fiona Ross, Music Administrator: fross@greshams.com



D R A M A

The Drama department at Gresham's has an open-door policy, actively encouraging pupils interested to get involved in some way, whether auditioning for the main school productions or the National Youth Theatre, working with our professional technical team behind the scenes, or realising a personal artistic vision to direct, write or perform your own work. If pupils do not wish to take the stage but are interested in theatre we have a range of professional touring productions throughout the year that they are invited to attend.

Drama plays an important role in the life of Gresham's, pupils are invited to come along and find out what part they could play. We have a programme of productions throughout the year with a Lower School production in the autumn where Year 9, 10 and 11 take on both the acting and technical roles for a performance in the Auden.

Our school musical is open to all and is currently performed just before Easter. In addition we have our Page to Stage evenings where students of all ages can get involved performing scenes and monologues for plays of their choice, Fright Night in the autumn is a promenade performance which takes place down in the woods where we return in summer for a more light-hearted production. Our Ten Minute Play competition is also open to budding playwrights, young directors and actors and sees students create and produce their own work on the Auden stage. We encourage all students to join us on stage or behind the scenes to create a little stage magic!



COMBINED CADET FORCE (CCF) AND THE DUKE OF EDINBURGH'S AWARD (DofE)

Pupils may choose to join the CCF Royal Navy, Army or Royal Air Force Sections from Easter of Year 9. The aim of the CCF is to develop teamwork, self-reliance and leadership through a range of challenging and adventurous pursuits as well as military style skills appropriate to their choice of section. All cadets are taught expedition skills and most pupils choose to complete the Duke of Edinburgh's Award at Bronze, Silver or Gold levels.

The CCF offers pupils a wide range of opportunities, including climbing, biking, shooting, flying, sailing, kayaking, sports, music, lifesaving and First Aid. Cadets also have the opportunity to participate in camps and courses, and are expected to attend at least one annual camp during their time with the CCF. A record of their service and qualifications is maintained and it is possible to achieve a range of nationally recognised awards in many areas of their service.

PROGRAMME OUTLINE

The CCF and Duke of Edinburgh's Award take place on Friday afternoons. DofE training and admin sessions take place in lunchtimes and after school and this is made clear to pupils when organised.

In Year 9 and 10 cadets follow the proficiency syllabus for their chosen section (Army, Navy or RAF) and all cadets are trained in basic expedition skills (camp craft, first aid, navigation). All cadets will do an overnight two-day expedition for their proficiency award which also counts as the assessment expedition for the Bronze level Duke of Edinburgh's Award. There are also two military field days which may involve an overnight stay.

In Year 11, cadets complete the advanced proficiency syllabus and leadership training with some also undertaking the Duke of Edinburgh's Award at Silver level. Many cadets complete an instructor's course with a view to becoming an NCO and taking a senior role in the contingent in the Sixth Form.

SERVICE ACTIVITIES IN THE LOWER SCHOOL

At the end of Year 9, if a pupil chooses not to become a cadet and join the Combined Cadet Force (CCF) he or she may choose to take part in

service activities. Year 10 and 11 pupils spend two hours a week completing different service activities to benefit the school, local or global charities. Please discuss the options with your Housemaster or Housemistress.

CAS

CAS stands for **Creativity, Action and Service** and it is a required part of the IB Diploma. It encourages students to develop skills beyond the academic requirements of the six chosen IB subjects, extended essay and theory of knowledge course. The CAS requirement reflects the importance of life outside the world academic study.

Creativity is interpreted broadly to include a wide range of arts activities, as well as designing and implementing service projects. Examples of creative pursuits are starting a new hobby or developing an existing creative arts talent in Music, Art or Drama.

Action can include not only participation in individual and team sports and dance but also taking part in expeditions and in local or international projects. This is usually the sporting activity that you choose to take part in on Tuesday, Thursday and Saturday afternoons. For example, team sports, swimming, pilates, yoga, kick boxing, squash, fencing, sailing, street dance, just to give you a sample of some of the active pursuits the students take part in.

Service encompasses a host of community and social service activities. Some examples include helping children with special needs, visiting hospitals and working with refugees or homeless people. You can take part in the Combined Cadet Force and specialise in the Army, RAF or Navy or you can choose to take part in a range of service activities such as Volunteer Norfolk Programmes working in care homes.



COMMUNICATIONS AND TRANSPORT





C O M M U N I C A T I O N S

G R E S H A M ' S N E W S

The Headmaster writes a regular e-newsletter to parents. We regularly post news from the School to our website www.greshams.com. You are encouraged to follow us on Facebook, Instagram, Twitter and LinkedIn (search for Gresham's School).

T E R M D A T E S A N D S C H O O L C A L E N D A R

Term dates are included in this guide. All term dates are published online in the School Calendar. This is continually updated on our website www.greshams.com/calendar and on the Parent Portal.

S C H O O L H O L I D A Y S

Parents are requested to book trips away within the school holidays so that the educational progress of their child is not affected by early departure or late arrivals. Parents are advised to check the school term dates before booking holidays. If parents wish to request that their child be absent from school during term time, that request should be made in writing to the Headmaster, giving appropriate notice.

TRANSPORT

DROP-OFF AND PICK-UP TIMES FOR DAY PUPILS

Day pupils should be dropped off at their House before morning roll call at 8.05am Monday to Saturday. Day pupils in boarding houses are able to leave school at 5.30pm, 7.00pm, 7.30pm or 8.30pm each weekday evening. Day pupils in Arkell leave at 5.30pm. On Saturdays, all day pupils are allowed to leave at 3.30pm after games. It is crucial that a routine is established between parents and the House to ensure that there is no confusion. Your Housemaster or Housemistress will ask you to confirm in advance which collection time you will want for each day for the academic year and, once this decision has been made, the expectation will be that it will remain unchanged for that year.

BUS ROUTES

Many of our day pupils use our daily bus services. Buses run from the following places with various pick up and drop off points along the way:

Route 1 – Houghton Hall, East Rudham, Fakenham, Thursford (daily).

Route 2 – North Walsham (daily).

Route 3 – Norwich near Airport, Aylsham (daily).

Route 4 – Eaton (Norwich), Taverham (daily).

Route 5 – Cambridge (weekly) bus leaves school at 4.30pm on Saturdays dropping at Trumpington Park and Ride at 6.30pm. Pick up from Trumpington Park and Ride at 6.45pm on Sunday arriving back at school for 8.45pm.

Further information is available on our website www.greshams.com/admissions/getting-to-school

CARS AND DRIVING LESSONS

Sixth Form pupils who have passed their driving test may bring a car into school under very strict rules that are designed to keep pupils safe. All cars belonging to pupils should be parked by the Facilities building. The rules on cars and driving lessons are available in the Senior School Pupil Handbook. Pupils may book a driving lesson with permission from their Housemaster or Housemistress. No lesson should ever take place over an academic lesson or other school commitment i.e. games or Chapel. It is the responsibility of the pupil to seek permission from their Housemaster or Housemistress before the lessons are booked and paid for.



2023 PUPIL
DIGITAL DEVICE
SCHEME

T H E V I S I O N

In September 2023, we will be launching a 1:1 digital device scheme so that every pupil has access to a school-owned device for all their lessons. Initially the scheme will launch in Years 9, 10 and 12 with the subsequent cohort of Year 12 joining the scheme in 2024. The 1:1 programme is part of a wider 'Digital Vision 2025' to ensure that pupils and teachers benefit from the most effective digital support for teaching and learning.

The School will make use of Office 365 and a device which allows users to write on the screen. This will be provided by the School. The management, provision of software and technical support for pupils, will be provided by the School, as well as the means to ensure that the device is used responsibly and safely in the interconnected world.

We are undertaking a comprehensive programme of classroom refurbishments and infrastructure upgrades in preparation for launching the scheme in September 2023. This will create universal classroom environments that, over time, will match the quality of the Dyson building.

By all pupils having the same 1:1 device and working in the same digital environment, they will all be able to access the benefits of the digital environment through their familiarity with the systems and expectations.

The strategy and investment by the School demonstrates the commitment to embrace the ways in which technology can enhance teaching and learning. However, it is important that digital learning works best when it augments traditional methods and does not undermine opportunities for creativity, collaboration and the strong interpersonal interactions that are the foundation of school life. The vision is not to become a paperless school.

The information about the strategy follows in the form of questions and answers.

How much does the school charge for the provision of the digital device, and what does this cover?

The cost of the device provision is £95 per term at the Senior School, with no payments once the device is in its 3rd year (see table below). This will be an additional line in the School bill. It will cover the device itself, set-up costs, software and insurance. The School will provide a sleeve-case for each device and a screen protector. Pupils will be expected to keep the device in their school bag.

The School will offer extensive support for pupils to make sure devices can be used effectively. As all pupils' work will be stored in the Microsoft cloud, problematic devices can be "swapped" to enable pupils to continue using a device almost immediately. An excess of £25 will be chargeable in the event of accidental damage which requires a device to be repaired or exchanged.

What is the device and why did you choose it?

The devices are made by ASUSTek

- Senior School Specification: 8GB of RAM, 128GB SSD, Intel I3 Processor

The features of the device which make it suitable for the pupils:

- An "inkable" screen with a "garaged" stylus. The pupils will be able to write on their screens.
- A "world-facing" camera so pupils can easily upload photographs of their work to their notebooks.

The specifications of the device for the Senior School are very similar to those used by the teaching staff.

How will the school provide devices through a pupil's journey through the school?

We expect the devices to last for 3 years, and therefore will replace the Senior School device at the end of Year 11.

The pupils will be provided with devices as follows:

YEAR	DEVICE
Year 9	New device
Year 10	Continue with device
Year 11	Continue with device (No charge in Year 11 for those pupils who join in Year 9)
Year 12	New device (Unless a new device in Year 11)
Year 13	Continue with device. (No charge in Year 13 for those who join in Year 11)

Will it be possible to use an alternative device?

No. The purpose of the device programme is to have all pupils working on the same device which they and teaching staff are familiar with. Standardisation of hardware and software is an important factor to ensure that lessons run smoothly because the School can guarantee compatibility with the School's infrastructure. The School provides pupils with the training, technical support and insurance alongside the necessary software for the device to integrate with our systems and the online experience to be safe. Pupils will therefore be expected to bring the School device, charged up, to all their lessons.

Each device will be licenced with Microsoft Office 365. By mandating a device, the School can also swap, repair and support devices if there are any technical issues throughout the lifespan of the mobile learning programme.

We hope that by offering a school device the pressure on parents to choose a computer for school is removed.

How will the School manage the pupil's usage of the device?

In school and at home pupils' use of the device, including access to the internet, will be filtered and monitored. Academic staff will be able to see on a screen how every device is being used in a lesson if they wish.

Each device will be part of the School's tenancy with Microsoft, and the School will make use of a software package which is designed to allow schools to cover safeguarding, support and management of all devices, including online safety. These are key reasons why pupils will not be able to use their own devices.

The digital strategy is to make use of the digital world to support effective teaching and learning. Pupils will not be working online all the time, and the use of the device will be akin to an exercise book. It is a school device for learning, not a personal device.

How will the digital strategy help pupils?

We believe there are many benefits for pupils from experiencing some of their teaching and learning digitally. These include:

- Becoming familiar with the Microsoft 365 suite of applications.
- As a discursive and feedback tool to enable staff and pupils to have meaningful communications regarding improving work. We see the efficiency in teacher's feedback on written work as a key advantage of teaching within the digital strategy.
- Use of Teams to organise and manage work and deadlines.

- Using the stylus as a means of annotating work and teacher notes.
- Using the internet to research and develop understanding.
- Facilitating individual learning and revision as pupils will be able to revisit work easily, including from lessons they missed due to illness. We see more effective catch-up as a key advantage of learning within the digital strategy.
- Have much of their work and resources in one easily accessed space. They will carry fewer books.
- All pupils benefitting from more organised notes. We see this as a major advantage of the digital strategy.
- Use of functions within Microsoft 365 such as immersive reader and dictation.
- Access to online retrieval practice resources and other applications which will benefit learning and revision.
- Aiding the effectiveness of collaborative work.
- Recording and presenting work through the use of multimedia applications.

Devices offer the flexibility for combining digital resources, including subscription resources, online materials from the web and electronic versions of textbooks. In addition, digital learning means that departments can reduce the use of paper and exercise books in favour of digital work where it best suits the needs of teachers and pupils.

Work that is completed on paper can be captured and stored electronically alongside digital learning by utilising OneNote and the camera. We strive to offer flexibility for teaching and learning by providing a system where analogue paper and digital documents can be captured, organised, and stored so no learning is lost.

How will pupils learn how to use the device?

At the start of the year, pupils will be given some instruction on how to use the device, particularly Teams and OneNote, which are at the heart of the strategy. As they use the devices more in lessons and as they move through the School, they will be shown how to use more of the functions of Microsoft 365 and other packages, such as immersive reader and dictation. There are pupils in the Senior School who already make extensive use of Teams and OneNote.

Exams are still predominantly conducted in handwritten form. Is there a risk of degrading our pupils' skills in this area by relying more on typing and digital input?

We are acutely aware that formal examinations are still in handwritten form and as outlined above, the benefit of the device is that analogue work can be scanned and captured using the camera, digital handwriting can be inputted via the stylus, and typed work can be inputted by the full-size keyboard. It is highly likely that examinations will be digitised in the future and we are planning for this transition. However, until that point, we will maintain full commitment to handwriting and preparing Gresham's pupils for long-form handwritten examinations. This will be reflected in the ways in which pupils work in class and prep time, and pupils' school assessments will be on paper.

How does digital learning have an impact on the management of pupil behaviour?

We have high expectations of online and offline behaviour, and have systems and processes in place which monitor pupils' device activity. Teachers can monitor pupil device screens live in lessons and control the software and internet access they have access to. Screens can be closed to ensure teachers can focus attention on the front of the class when appropriate. Wireless connections on all devices allows for teachers to move freely around the classroom to manage behaviour as they would normally do.

How do you recommend managing the battery of the device?

Pupils will be provided with a charger for the device and will be expected to start the day with a fully charged device. There are plugs available in classrooms if necessary, but pupils will need to learn the habit of keeping devices charged.

Will the pupils still need prep diaries?

All preps and individual work for pupils will be set using assignments in Teams. This means pupils will be able to see all their work in one place, and when it is due. They will therefore not be given traditional prep diaries. They will be able to access the School Calendar and SOCS easily and make use of the Microsoft Calendar for their own organisational purposes.

P A R E N T P O R T A L

The Parent Portal provides easy access to information such as school calendars, a number of required school forms, pupils' timetables, school reports and the parent evening booking system. We ask that all families ensure that at least one parent has registered on the Parent Portal as soon as possible after joining Gresham's School.

Note: The Parent Portal does not allow registration until your child's start date.

The Parent Portal requires parents to register with a username and password. You can do this by following the instructions here: <https://greshams.fireflycloud.net/parent-pages/the-greshams-family/accessing-the-parent-portal->

When accessing the Parent Portal you will be required to use the email address you provided on your registration form. If you have any trouble logging in please feel free to contact: ictsupport@greshams.com

Once logged in for the first time, we ask that one parent completes the three forms listed below found on the Parent Portal dashboard under the Forms section:

1. B I O M E T R I C C O N S E N T F O R M

<https://greshams.fireflycloud.net/parent-pages/the-greshams-family/biometric-consent-form>

All Houses now use a finger/thumb print (biometric) reader for access to each boarding house. Under current legislation, Gresham's requires parent's consent for their children to use the biometric readers.

2. S T U D E N T B Y O D C O N S E N T F O R M

<https://greshams.fireflycloud.net/parent-pages/the-greshams-family/student-byod-consent-form>

The BYOD (Bring Your Own Device) Consent form provides student permission to use the Gresham's WiFi. Without permission from their parents, students will not have access.

3. S T U D E N T E T H N I C I T Y F O R M

<https://greshams.fireflycloud.net/parent-pages/the-greshams-family/student-ethnicity-form>

There is no legal obligation to complete this form, but the School would appreciate your help in collecting the information solely to compile statistics on diversity. These statistics will not allow individual students to be identified and are deleted one year after a pupil leaves the School.



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Gresham's School (Registered Charity No. 1105500)
Gresham's School is committed to safeguarding and promoting the welfare of children
and young people and expects all staff and volunteers to share this commitment.