



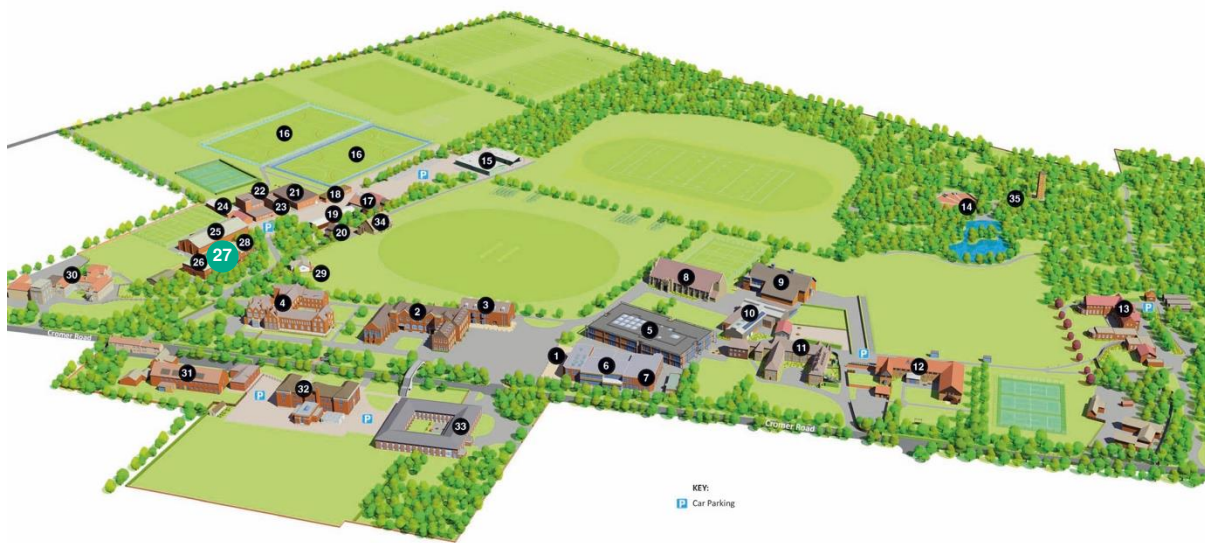
ARKELL HOUSE HANDBOOK

2023 / 24

LOCATION OF ARKELL

Arkell is situated at the top of the stairs in the Cairn's Centre.

See map number 27.



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|------------------|---|---------------------|---|
| 1 Reception | 10 Britten Building | 18 CCF Headquarters | 27 Arkell House |
| 2 Big School | 11 Farfield | 19 Shooting Range | 28 Dave's |
| 3 Reith Block | 12 Edinburgh | 20 REME Shed | 29 Old Pavilion |
| 4 Howson's | 13 Queens' | 21 Swimming Pool | 30 Woodlands |
| 5 Dyson Building | 14 Theatre in the Woods | 22 Performance Gym | 31 Oakeley |
| 6 Dining Hall | 15 Facilities | 23 Squash Courts | 32 Library |
| 7 Health Centre | 16 All Weather Pitches and Astro Courts | 24 Studio | 33 Tallis |
| 8 Chapel | 17 CCF Stores | 25 Sports Hall | 34 Sports Pavilion |
| 9 Auden Theatre | | 26 School Shop | 35 The Bourdillon Tower and Activity Centre |

WELCOME FROM THE HOUSEMISTRESS

Welcome to Arkell! For some of you Gresham's is a new school and you may feel a little overwhelmed at first, so I have designed this booklet to help answer any questions you may have about Arkell and Gresham's senior school. This is such an exciting time as you will be involved in shaping our house for future generations. My vision for Arkell is to create a nurturing environment in which you can flourish to reach your full potential. The key values that I lead my life by and expect all pupils in Arkell to adhere to are kindness, honesty and resilience. We are lucky to have a brand-new space to call our home to take pride in. I am looking forward to hearing some of your ideas on how we can utilize this space so you can feel at home. There is plenty of desk space for you to work at during your study periods, as well as large desks so you can work together. We have a common room with comfy sofas and a small kitchen so you will have a space to relax during break and lunchtimes. I look forward to getting to know you all and being a part of your journey through Gresham's 6th form.

I joined Gresham's in 2018 and I love working here! I previously worked at schools in Norwich and Fakenham and my subject specialism is Biology. Before becoming the housemistress of Arkell I was assistant housemistress of Woodlands, a boys' house, and I have also been a tutor in Edinburgh which is a girls' house. Teaching is something I am really passionate about, and I feel so lucky that I have an opportunity to work with such wonderful pupils. The wellbeing of my pupils is the most important thing. When you are feeling happy and confident then that's when we really see progress. My daughters Sophie and Mollie are my world, and you may see them from time to time and they attend our Prep School. I hope we will create our own unique family in Arkell by supporting and encouraging one another.

C O N T A C T D E T A I L S

D U T Y M O B I L E : 0 7 4 8 4 0 5 9 5 3 6

E m a i l : amitchell@greshams.com

Do contact me should you have any questions. Remember there is no such thing as a “silly question” so please just ask.

T H E S C H O O L D A Y

I will be in Arkell from 7:30am every day. Pupils should be in Arkell for registration every morning by 8:00am. Pupils will be given a timetable with their teachers and room number numbers for September.

Arkell will be locked by 5:30pm Monday – Friday and 3:30pm on Saturdays. If pupils need to stay later, they are welcome to wait in the library and be collected there. Please inform Miss Mitchell if you need to stay past 5:30pm.

T H E A - Z O F A R K E L L

A T T E N D A N C E

Parents should inform Miss Mitchell and the school office on the first day of absence and every day thereafter.

Extra days at the holiday periods should be requested directly with Mrs Alexander.

A C A D E M I C M A T T E R S

I will personally be taking note of pupils' academic developments so that I can offer support and guidance. I will act as the tutor as well as the housemistress

B E H A V I O U R

Students should strive to follow Gresham's code of conduct. Any poor behavior will not be tolerated and will reflect badly on the rest of Arkell.

C A R S

Students must have permission to drive in from Mrs Alexander. The forms to do this are on the portal. Only once this has been agreed can students drive and park at school. Please park in the facilities car park. Pupils should hand in all car keys to Miss Mitchell during the day to be kept in her office if they have their own car.

C A R E E R S

We have a brilliant network of OGs (Old Greshamian's) and links with lots of different businesses. Any pupils needing careers advice will be able to speak with Mrs Osbourne.

C A L E N D A R

Gresham's is a busy place and information on events is available on our school calendar [here](#).

C F B (C E N T R A L F E E D I N G B L O C K)

This is where students will eat lunch. There will be set times when year groups can go to the CFB and these will be up in House. Students can still with friends. The school day is long so it is important that students eat a good lunch and drink plenty of water.

C O D E S

To give our students a sense of ownership and privacy there are codes on the doors. Students should not share these codes as visitors should be invited in.

E F F O R T

Pupils will be given effort grades in their reports. I expect all pupils in Arkell to always try their best and to work hard.

Grade 1s in reports mean outstanding effort and 2s represent good effort. However, 3s inform us that pupil's efforts are inconsistent and are therefore not meeting our expectations.

E N V I R O N M E N T

Please recycle and respect the environment around us. Pupils are encouraged to be part of Team Eco which Miss Mitchell also runs to help make our school as environmentally friendly as possible.

F I R E

We will have fire drills so that pupils are aware of what to do and where to go to register in the event of a fire. In the event of a fire/drill we will meet and register outside the cricket pavilion.

F I R S T A I D

Miss Mitchell is first aid qualified and we have a first aid kit in Arkell.

E P

This is the equivalent to a detention and will mean merits are deducted from Arkell!

G A M E S

Pupils will be required to change for games using the facilities in the gym. Any valuables should be stored in lockers. Correct Gresham's games kit is required, and pupils must only be in sports kits for games or gym sessions. A full list of kit can be found [here](#). It is important to name all your kit to avoid losing items.

G R E S H A M ' S A C T I V I T Y P R O G R A M (G A P S)

These take place on Tuesday and Thursday afternoons. Pupils can sign up to activities via SOCs at the start of term. There are so many opportunities so please make the most of them.

H O L I D A Y S

A list of term dates can be found on the senior school calendar.

H O M E W E E K E N D S

This is when there is no Saturday school. The dates for home weekends will be in the school calendar.

H E A L T H C E N T R E

We are very lucky to have a Health Centre run by qualified nurses and doctors. Only boarding pupils are registered with the School GP but if you are unwell the nurse at the Health Centre will of course see you. Routine appointments however should be made via your own GP. This is the same for all day pupils at Gresham's.

L O C K E R S

Each student will be given a locker to store valuables. Please bring your own padlock and key. Students will be responsible for their own belongings.

L U N C H

Year groups are given time slots when they are allowed to go to lunch in the Dining Hall, also known as the CFB. Lunch time is between 12:25-1:50. There is a huge range to choose from and please do let us know in advance of any dietary requirements/allergies.

M O B I L E P H O N E S

Pupils can bring these to school but they must not be used in lessons. Further guidance can be obtained in the Pupil handbook.

M E D I C A T I O N

No medicines may be kept in your possession. If you arrive with new medication please go straight to Miss Mitchell so we can organise things. There is a self-medication form allows you to self-medicate certain medicines if you are deemed competent to do so. No medicines may be shared with anyone else. Medicine can be administered by all staff as mentioned above.

As a House we are committed to meeting the dietary, medical and religious needs of all in our care.

M E N T A L H E A L T H S U P P O R T

We pride ourselves on the open dialogue we have around mental health. If students are concerned then they are encouraged to begin that conversation with a trusted member of staff so that the appropriate avenue of support might be agreed at the School's Welfare Meeting. This may take the form of a conversation with a teacher or Miss Mitchell rather than immediate referral to either Kate or Elliot who are our brilliant full time mental health nurses. Students should also be aware of the HELP posters which can be found on the back of toilet cubicle doors in the House and most noticeboards. These offer phone numbers for the Independent Listener, the DSL Team here at the Senior School and various national organisations. There is also a reporting button which students can use on their School Dashboard should they wish to report a concern about themselves or another student. Finally there is the School's SANDI Clinic (STUDENT ACCESS NURSE DROP-IN) which is open to all – no appointment required- from 5-7pm on a Wednesday evening. We routinely impress upon students the need to look after their mental health and to share, rather than bury, their concerns!

M E R I T S

Pupils are awarded these for good behavior and work. There is a merit cup that the Houses compete for and Miss Mitchell is very competitive. Each week the pupil in Arkell with the most merits will be given a reward!

M U S I C

The Music Department offers lessons in a large range of instruments as well as Music Technology and Song Writing. If you already play an instrument, why not join one of the Ensembles or Choirs? Speak to or email Mrs Ross the Music Administrator on fross@greshams.com for further information on lessons and all the wonderful opportunities for musicians at Gresham's. The Department runs supervised practice during 1st prep on Tuesday - Thursday which all Arkell musicians are welcome to sign up for.

R E P O R T S

Pupils will be given reports at the end of each half term. These give academic grades as well as effort grades.

R E G I S T R A T I O N

This takes place at 8:00am and 1:50pm in Arkell. Pupils must let me know if they are missing registration for any reason. Persistent lateness to register will result in sanctions and these can be found on the school's website.

P A R K I N G

Please park in the facilities car park.

P R E P

Pupils will be set prep by their subject teachers. They must ensure this is completed on time and should contact their teachers if there are any issues. Prep is set via Assignments on Teams.

P R O B L E M S

No problem is meant to be endured. You must find me to talk in trust so that the problem can be addressed – I want everyone to be happy and enthused with their experience at Gresham's and in Arkell; but if you prefer, talk to a school prefect, a trusted student, to a teacher or another member of staff.

S I G N I N G I N / O U T

Pupils are required to sign in and out of Arkell House so we know their location in case of an emergency. If pupils visit other boarding houses, they must also sign in and stay in common rooms and kitchens.

S T U D Y P E R I O D S

Sixth form pupils will have study periods. They will be expected to work in the library or in Arkell. They are not permitted to work in other houses or in Tig's.

S O C S

This is an online platform that both pupils and parents can use. It will inform you of any fixtures, times and locations. Pupils should use this to sign up to their Sport sessions and GAPS.

S N A C K S

The school day is long so we recommend that students bring in or buy snacks at break times from the tuck shop. There are tea and coffee making facilities in Arkell.

T I G ' S

Tig's is a café for 6th form only. Year 12 are only permitted to use this during break and lunchtimes. At break fruit and biscuits are provided with tea and coffee. Pupils can also buy cakes, toasties and posh coffee!

T O W N L E A V E

Sixth form pupils are permitted to walk into Holt at various times in the week. The town leave times are updated each academic year

T U T O R T I M E

We will have tutor sessions together twice a week. Each student will be given a 1:1 meeting each week but if there are any questions or concerns then Miss Mitchell will either be in her office or in her classroom if teaching (Dyson building 0.24)

U C A S

Those pupils wishing to move onto University after Gresham's will start their UCAS process at the end of year 12. They will be given plenty of guidance from Mrs Mouseley and Miss Mitchell who will support them through the entire process.

U N I F O R M

6th form pupils are required to wear suits. Please see the uniform list [here](#) and ask any questions if you are unsure.

V I S I T O R S

We encourage our pupils to invite their friends from other houses into our common room during break and lunch times. They are also welcome to visit other Houses. All visitors must remember to sign in and out for fire safety purposes. Students from Arkell must remember to sign into the other boarding houses if visiting and are not permitted in other students rooms.

V O I C E

Your ideas and concerns matter and we want to make your experience at Gresham's a happy and positive one. We will have an Arkell forum where you can express your thoughts and ideas for how we can improve the House. There is a Dining Hall Committee which meet to discuss ideas and feelings on the food served in the CFB

Y O U !

Most importantly think about the impact that you as an individual want to make. Your actions, work and ideas can all make a huge difference to yourself and others around you. Get involved in all Gresham's has to offer, show leadership skills and challenge yourself. Be the best version of you!



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