



 **FARFIELD**

**F A R F I E L D**  
**H O U S E   H A N D B O O K**

---

2 0 2 3 / 2 4

  
**GRESHAM'S**  
ESTD 1555

## LOCATION OF FARFIELD

We are the H shaped building facing the Cromer Road. Parking can be found to the rear of the House by the Auden Theatre. See map number 11.



- |                  |   |                     |   |
|------------------|---|---------------------|---|
| 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 |

### Address

Farfield House, Gresham's School, Cromer Road, Holt, Norfolk, NR25 6DZ

### Useful numbers

Health Centre – 01263 712142

School Shop – 01263 714591

Reception – 01263 714500 and [reception@greshams.com](mailto:reception@greshams.com)



## INTRODUCTION FROM THE HOUSEMASTER

*Farfield is a home away from home and it is with genuine pleasure that I welcome you to be a part of it. I can fully appreciate the nervous energy that accompanies starting at a new school and so the purpose of this guide is to give you an insight into how things work in the boarding house. This should act as a fairly comprehensive quick reference guide when you are unsure of something and will hopefully help you to prepare and to settle just that little bit quicker. I am immensely proud of Farfield and of the boys and staff who sit at its core. We pride ourselves on being inclusive, creative, kind and resilient and expect each other to make the most of the experiences that Gresham's generously throws our way. I am excited that you will soon be walking through the door and very much look forward to shaking your hand and to getting to know you.*

MR T J BURNETT  
HOUSEMASTER

## RESIDENTIAL STAFF CONTACT DETAILS

---

**DUTY MOBILE : 07833 206455**

Please use this number between 17.30hrs and 23.00hrs to contact a member of staff in the House. If this is not available, please contact Mr Burnett, Mr Beales, Mr King or Mr Ling.

In the event of an emergency during the night you should contact Mr Burnett, Mr Beales or Mr King immediately. Each of our residencies has a doorbell or if you have access to a phone then simply call

### HOUSEMASTER

Mr Tom Burnett

[tburnett@greshams.com](mailto:tburnett@greshams.com)

07917 037856

01263 714856



I joined the school in 2018 and became the Head of PE and Assistant Housemaster of Farfield in 2019. Suzie (my wife) and I moved to Norfolk with our two children Bertie (8 years old) and Otilie (5 years old) having spent 10 years living and teaching in Oxfordshire. Suzie is also a teacher and taught at a Prep school on the outskirts of Oxford until taking time away from school to look after our children. Suzie now works at Gresham's Pre-Prep. Our private home is linked to the boarding house by the Common Room and I am there for most of the time that you spend in the House and am available to help you with any matter school-related or otherwise. If my door is shut it generally means that I am unavailable so please leave a note or email me and I will get back to you as soon as possible. If there is an emergency, find another member of staff and/or inform a prefect as appropriate; there will always be a member of staff available. I always have my mobile phone with me so feel free to call or text me. I teach academic PE here at the School, coach Rugby, Hockey and Cricket and am also a Deputy Designated Safeguarding Lead.

### ASSISTANT HOUSEMASTER

Mr James Beales

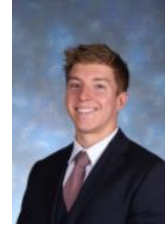
[jbeales@greshams.com](mailto:jbeales@greshams.com)



The Assistant Housemaster is James Beales and he leads the BTEC Agriculture course at School. He lives at the top of the boarding house with his wife Tessa and their children Tilly and Stanley. James loves horses and leads the School Equestrian Programme. He helps me to run the boarding house, shares duties with me and will be a regular 'go-to' for the boys. James is available to help the boys with their studies and for their pastoral care. He is also responsible for the House every other weekend and for one night in the week. Mr Beales can generally be found in the House or upstairs in Big School.

## RESIDENT TUTOR

Mr George King  
[gking@greshams.com](mailto:gking@greshams.com)



George joined Gresham's at Easter 2021 from Denstone College and is the Lead Strength and Conditioning coach and teacher of PE at the School. The Performance Gym is his home for most of the day but he can often be found beating the boys at FIFA in the Common Room. He helps to run the boarding house and shares some duties with me. George has a beautiful cocker spaniel called Arlo who loves to eat chicken.

## RESIDENT STAFF MEMBER

Mr Tom Ling  
[tling@greshams.com](mailto:tling@greshams.com)



Tom operates as an additional member of the resident boarding staff in Farfield. He will be on duty at regular points each weekend and will be involved in boarders' activities. Tom is a member of the sports coaching staff across each of the three schools.

## HOUSE MATRONS

Mrs Giselle Lain (Monday-Thursday)  
Mrs Kemp (Friday & Saturday)  
[farfieldmatron@greshams.com](mailto:farfieldmatron@greshams.com)  
07833206445



Mrs Lain has been matron for two years and Mrs Kemp joined in the Summer of 2022. They are integral to the daily running of the house and to the lovely atmosphere that exists in it. Giselle and Sarah will cover the House from 07:50-17:00 Monday to Saturday. Matron will likely be your go-to, in all likelihood, during the working day for any medical or pastoral need.

## CLEANING STAFF

Bridget, Mandy, Wendy and Lisa work Monday to Friday 8am-12pm and keep the house looking (and smelling) wonderful.





## D U T Y   S T A F F

---

The following members of staff are the visiting tutors for Farfield and will be responsible for the running of the House between 17:00 and 23:00 each day. They will be contactable during this time on 07833 206 445.

Each member of staff will routinely check on you during Prep, asking about your day and what work you are completing. Make use of them while you have them in House. If you wish to leave the House during Prep sessions you must first seek their permission and it is to them that you must report to for roll call. Guests in the House will need to make themselves known to the Duty Staff and this responsibility falls to you as host.

### D U T Y   S T A F F

The following members of staff are the visiting tutors for Farfield and will be responsible for the running of the House between 17:00 and 23:00. They will be contactable during this time on 07833 206455 or you may call them on the Office Phone: 01263 714612.

Each member of staff below will routinely check on you during Prep, asking about your day and what work you are completing. Make use of them while you have them in House! Ask them for help and guidance as you see fit...If you wish to leave the House during Prep sessions, it is their permission which you must seek and it is to them that you must report for roll call. Guests in House will need to make themselves known to the Duty Staff also and this responsibility falls to you as host.

#### **Mr Mitch Kemp**

Monday evening/night

Teacher of Chemistry

[mkemp@greshams.com](mailto:mkemp@greshams.com)

#### **Mr Charlie Mack**

Wednesday evening/night

Head of Economics and Master i/c

Hockey

[cmack@greshams.com](mailto:cmack@greshams.com)

#### **Mr George King**

Friday evening/night

Lead Strength and Conditioning

Coach, Resident Tutor

[gking@greshams.com](mailto:gking@greshams.com)

#### **Mr Jim Brettell**

Monday evening/night

Head of Classics

[jbrettell@greshams.com](mailto:jbrettell@greshams.com)

#### **Mr David Saker**

Wednesday evening/night

Head of Physics

[dsaker@greshams.com](mailto:dsaker@greshams.com)

#### **Mr James Beales**

Friday evening/night

Assistant Housemaster, Head of

BTEC Agriculture and the Equestrian  
Programme

[jbeales@greshams.com](mailto:jbeales@greshams.com)

#### **Dr Henryk Haniewicz**

Tuesday evening/night

Teacher of Maths

[hhaniewicz@greshams.com](mailto:hhaniewicz@greshams.com)

#### **Mrs Katrina Mousley**

Thursday evening/night

Teacher of Spanish

[kmousley@greshams.com](mailto:kmousley@greshams.com)

#### **Mr Tom Ling**

Saturday or Sunday

Sports Graduate and Administrative  
Assistant

[tling@greshams.com](mailto:tling@greshams.com)

#### **Mr Steve Lowe**

Tuesday evening/night

Teacher of Mathematics

[slowe@greshams.com](mailto:slowe@greshams.com)

#### **Mr Freddie Grounds**

Thursday evening/night

Master i/c Shooting

[fgrounds@greshams.com](mailto:fgrounds@greshams.com)

## **A C A D E M I C   T U T O R S**

You will be appointed an academic tutor who will work closely with me, the class teacher and the Heads of Department to monitor academic performance. They will contact your parents in the first week of term to introduce themselves and will meet with you at least twice a week either in House or in their teaching rooms. They will discuss your reports with you and will guide you to set academic goals based upon your performances. The Academic Tutors will also liaise directly with your parents throughout the year, and they should be your first point of reference for any academic concerns. They are also there to support with any pastoral issues that you might have and to offer any Post-18 study/adventure/careers advice. In addition to Tutor Periods, you will be able to speak with them whilst they are on duty in House or of course you can make an alternative arrangement to speak with them via email. As a House team we meet every Monday to discuss each of you.

## **P R E F E C T S**

The House has a team of Prefects and whilst they carry authority, their main role is to help and support you. They are also there to help lead discussion in Tutor sessions and House Assemblies and to galvanise the House behind competitions and events. They will help to drive initiatives in the House and are an extension of my authority within the student body. I encourage all boys to seek the guidance of the Prefects regarding social dynamics before they involve House Staff.

## **H O U S E   P R E F E C T S   F O R   T H E   A C A D E M I C   Y E A R   2 0 2 3 - 2 0 2 4**

**Head of House:** Eduvie

**Assistant Head of House:** TBC

**Senior Prefect:** TBC

**Senior Prefect:** TBC

**School Prefect:** TBC

## **A C C O M M O D A T I O N**

---

As a House, we are committed to meeting the dietary, medical and religious needs of all in our care. These needs can be made clear to the Housemaster and Matrons by parents or the students themselves at any stage during the academic year.

## **S T U D E N T   A C C E S S   T O   S T A F F   R E S I D E N T I A L   A C C O M M O D A T I O N**

If a student needs to speak to a residential member of staff, then he/she must ring the doorbell of their residence and await a response. They must not enter the accommodation uninvited. Students will only be able to access the Housemaster's study and no further.

## **D A Y   B O Y S**

Day Boys will share a study with another member of their year group. This will have a desk, shelving and a noticeboard. It is expected that all equipment such as books are kept here in a tidy manner. Year 9 will work in the work room behind the Common Room (and in the Common Room itself) and will be able to leave books there or in their studies.

## **B O A R D E R S**

Boarders live on the ground floor corridor, first floor of the building above the Common Room and also in New Wing. Each room has a desk, bed and space for clothes and luggage. We have a trunk room for additional luggage. Except for the Year 9, boarders work in their rooms.

## **C O M M O N   R O O M**

The Common Room is the heart of the House and serves a variety of purposes including the location for daily roll calls, quiz nights, quiet time, FIFA, movie nights, House music rehearsals and prep to name but a few. It is a space that is used well by the House, and I would encourage you to also spend time in it.

The House is your home and runs as such, just on a much larger scale. For us all to get on we have to be kind to one another, be helpful and be considerate. The place where we live becomes an extension of our personality. Personalise your living space as quickly as possible and help create an environment you are proud to consider your home. Ensure your living spaces say the right things about you and your character! Invest in Farfield straight away and you will quickly get more from your time here.

## **S C H O O L   D A Y**

---

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

This takes place at **8.10am** every morning in the Common Room. A bell will ring at **8.05am** to warn pupils to assemble. Registration is a legal requirement in all British Schools. Lateness will not be tolerated unless unavoidable.

If a pupil is to be late, please either email in advance, **text me on 07917 037856** or to leave a message between 7.30am and 8.05am.

If your child is late, they must sign in before Chapel at Reception.

### **T I M E T A B L E**

More information on the 'typical School Day' can be found here: <https://www.greshams.com/senior-school/school-life/timetable/>



## HOUSE TIMINGS

### Roll Calls

DAY	MORNING	AFTERNOON (ROLLING)	EVENING	LATE EVENING ROLL CALL
Monday	08:10	13:20-13:50	17:20	19:45 <i>Curfew night</i>
Tuesday	08:10	13:20-13:50	17:20	19:45
Wednesday	08:10	13:45 (full roll call)	17:20	19:45
Thursday	08:10	13:20-13:50	17:20	19:45
Friday	08:10	13:20-13:50	17:20	19:45 <i>Curfew night</i>
Saturday	08:10	-	17:30	21:00
Sunday	10:45	16:00-16:30	17:30	21:00

## F A R F I E L D A - Z

---

### ABSENCE

It is vital that all absence is reported to Mr Burnett at the very beginning of the School Day. This should, ideally, come in the form of an email or text message from your parents/guardians between 7:30 and 8:00. Failure to report an absence (or to attend roll call on time) results in a lot of time lost by members of staff finding out where you are since we have a mandatory legal obligation to know where students are always. If you have an appointment that will take you out of School during the day you must bring confirmation of this from home and prior notification from your parents/guardians is expected. If your parents wish you to be off games for any reason, they should put this in writing to Mr Burnett (email or text is fine); it is also useful if they can inform the relevant sports coach when appropriate and provide information so we can support you. If Boarders are unwell, then they are expected to speak first to either myself or Matron who will then direct them to the Health Centre. We do not allow anyone in the House to self-diagnose and to therefore make decisions about their engagement in the school Day.

### ACADEMIC ENRICHMENT

This takes place after Chapel on a Saturday. All students in Years 9-12 select from a range of Academic Enrichment opportunities, the intention being to broaden student interest in various disciplines beyond the taught curriculum.

### ACCOMMODATION

Farfield is a 'U' shaped House with various corridors for each year group. All boarders are in one large dormitory together and day-boys have access to a shared study downstairs.

## ADVOCACY

Students can always expect me, their tutor or an adult of their choosing to advocate on their behalf. I will be present in any meeting between them and the Deputy Head Pastoral for instance or indeed any meeting with an outside agency should they consent for me to be there.

## BEDTIMES & RETURN TIMES

	RETURN TO HOUSE  (Devices handed in, showered and sorted for bed)	TO ROOMS	LIGHTS OUT
Year 9	21:00	21:20	21:30
Year 10	21:15	21:30	21:40
Year 11	21:30	21:50	22:00
Year 12	21:50	22:00	22:20
Year 13	22:00	22:10	22:30

## BIKES

There is a bike shed available for you to use. The key is to be found in the Visiting Tutor's Office. You must wear a helmet if you are riding on the roads and observe the Highway Code. Irresponsible riding will see the privilege removed.

## BOARDERS' ROOMS

Each room has a desk, bed and space for clothes and luggage. Each room also has two lockable cupboards to stow away their more valuable items (please do bring a padlock to help secure your belongings). We have a trunk room for additional luggage. Except for the Year 9, boarders work in their rooms unless they wish to use the Common Room, the quiet room which is situated behind the Common Room or the Library or Britten Building. Please ensure that lights are switched off when rooms are left and that windows are closed at the end of the day.

## CARS

Lower Sixth and Upper Sixth are allowed to bring cars to School once they have passed their test. There is an online form available on request which all parties must complete before they can do this. Permission will be revoked if they use this car for any other purpose other than travelling to and from School (without the permission of the Housemaster) or if they give a lift to anyone else without the permission of the headmaster and both sets of parents. You may not travel in other students' cars unless I have received explicit written permission from the parent of the driver and the parent of the passenger. Car keys must be handed to me at roll call where they will then be stored in my Study until the agreed collection time. Parking is at the Facilities Car Park – though students can of course use the school car park to quickly unload/load items.

## CHAPEL

Full Chapel attendance is expected. Failure to attend without very good reason will result in EP. Farfield pupils are expected to sing loud and proud. If you are of a different denomination and wish to attend another church, then speak to me (e.g., to go to the Catholic Church in Sheringham) so I can help facilitate this for you.

## **COMMON ROOM**

The Common Room is right in the heart of Farfield, and it is here where all roll calls are held. There are a range of roles which this room has such as a games room, reading room and work room. Daily newspapers can be found here and there is also a 'Book Exchange' where you can swap a book you have finished with one on the shelf. The Common Room is often busy, and I would strongly encourage new students to spend as much time in there as possible.

## **COMPETITIONS – IN HOUSE**

We have table tennis and pool competitions in House and have several very good chess players.

## **COMPETITIONS – INTER-HOUSE**

There are lots of inter-house competitions and many of these occur in the first term. Practice for the Inter-House Music Competition starts in September, which is great fun and a key start to the year in Farfield, closely followed by Interhouse Cross Country. Towards Christmas we have the Rugby Sevens tournament where we have an outstanding record, this term is also when the Senior Indoor Cricket matches are played and indoor hockey. In the Lent Term there is an Art Competition, Swimming, Squash, Football Hockey and Junior Indoor Cricket. In the Summer term there is Sports Day, Tennis and Junior relays. There is also debating through the year. We have an outstanding record in these competitions!

## **CONTACTING HOME**

Boarders are always welcome to make private calls from the landline in Matron's Office through consultation with either Matron or the Duty Member of Staff. This is likely most applicable to those in Year 9 who have their access to devices controlled or to those who have had devices confiscated due to misuse.

## **CROMER ROAD**

All pupils, except for the Sixth Form cross the road via the footbridge. This rule applies all the time for Year 9-11.

## **DAMAGE / ACCIDENTS / FAULTS**

Damage must be reported to Mr Burnett or Matron immediately, no matter how small. The sooner I am informed the quicker I can get it fixed. If you come across anything that isn't working, let me know. It is your home in term time, look after it and help ensure everything is in good working order.

## **DAY BOYS' ROOMS**

Day Boys will likely share a study with another member of their year group. In Year 9 you are likely to share a room with up to 4 other people. You will have a desk, shelving and a noticeboard. It is expected that all equipment such as books are kept here in a tidy manner. Year 9 will work in the Common Room during first prep. Mutual respect and privacy is crucial!

## **DECORATIONS**

Please decorate your personal space and make it homely and personal. Your room needs to reflect your character and personality and must be always kept in good order. Nails, stickers, pins or cellotape must not be used on walls, woodwork or ceilings. Non-offensive posters only please, if you are unsure check with Mr Burnett. Use the pin-boards only for posters.

## **DENTISTS / OPTICIANS ETC**

In addition to onsite medical support via the Health Centre, students and/or parents acting on their behalf can arrange local medical, dental, optometric services through Matron. Physiotherapy can also be organised through Matron or via the Health Centre.

## **DRESS**

Pupils must always be dressed respectably and modestly when walking around the house. After the end of lessons students are welcome to remain in uniform or wear casuals or games kit.

## **DROP - OFF FOR DAY BOYS**

Day boys need to be in School by 08:00 at the latest. Morning roll call is at 08:10 and you will need to prepare for the day before this. If for some reason you are late you must register at reception. Day boys are expected to arrive at school dressed in their school uniform unless they have TAD session at 8.25am.

## **EARLY LEAVES / LATE ARRIVALS / IN - TERM ABSENCES**

It should not be the case that you arrive to School late or leave early. I expect you to play a full and active part in the life of the school. If there is a valid reason for a planned absence (such as a family wedding), your parents should write to me, and I will forward the request to the headmaster for approval after liaising with academic and relevant extra-curricular staff.

## **ENTRANCES**

The front doors of House remain the entrance to Farfield.

## **EVENINGS**

Boys go to Dave's Diner and Tig's (the 6th form go later) on some nights. Other Houses will no doubt welcome you as we welcome your friends from other Houses. Grass areas are out of bounds after 17:30hrs unless you have specific permission from the duty staff or are using Farfield lawn. Check the House noticeboard for the details on this.

## **ENVIRONMENT**

Please be 'green'. Shut windows to keep heat in over winter months. Switch off lights/electrical items when leaving the room. Put litter in appropriate bins. Electrical equipment such as stereos/lamps left on will be removed.

## **FIRE SAFETY**

The assembly point is by the Britten building. In the event of an alarm, calmly and quickly leave by the nearest exit and wait for your name to be called out. The fire alarm is tested every Tuesday at 08:30. Always have shoes ready overnight and a dressing gown to hand. Regular Drills are held throughout the Term and the aim is always to have fully vacated the building within two minutes.

## **FOOD AND DRINK**

Food and drink may be consumed in the kitchen and Common Room. No drinks or food are to be consumed in the studies or in any of the other public areas of the House. Boarders are responsible for tidying/cleaning whatever they use.

## **F O R U M**

House forum is held half termly to discuss the way the School and Farfield are run. This is fed back to Mr Burnett to pass on, develop, accept or bin(!) the ideas. Mr Burnett will speak about each item raised to the House and the decisions made. If you have ideas do not feel they can only be mentioned in House Forum – we want to know what we can do to make your experience better, so let me know! We have a Farfield rep on the Dining Hall Committee so please let him know of any ideas you have for School food. The School Prefects also have a formal voice at School Prefect meetings, please speak to them of any concerns you have. Please do not just wait for the forum to meet though – show your leadership credentials and impress me by bringing ideas directly to me.

## **F R O N T   S T A I R S**

For use by all.

## **F U R N I T U R E**

Please treat all furniture and furnishings with care. Do not put feet on the sofas and do not sit on desks around House. Please seek permission of the Staff should you wish to move anything and please ensure that anything moved in the communal areas is returned to the original position after use. Breakages and damage associated with misuse will of course be billed to your parents.

## **G A M E S   K I T**

Boots should be removed before entering the house. Knock off any loose mud outside, away from the doors, before carrying the boots inside. Use the boot rack to dry them. Games kit can be locked away in changing room lockers. A charge will be made for any lost keys, as the whole lock would then need replacing. No boots/trainers to be left in corridors, all wet kit should be dried out in the drying. Any left lying about will be removed.

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

All students in Year 9 and 10 must choose an activity to engage with on a Tuesday or Thursday afternoon prior to or after Games! GAPs are open to the older years too! Department areas are also open at this time for students to seek additional support with their studies. There is expectation that this time is well-utilised by the students and that there is active discussion with your Tutor about where you will focus your academic and co-curricular energies.

## **G U A R D I A N S H I P**

All overseas students must have an appointed Guardian. This is someone who should live within a two-hour driving distance of the school and who assumes the responsibilities laid down by the School's Guardianship Policy. I will be in regular contact with your Guardian to ensure that they are invested in your education and wellbeing and will ensure that any arrangements they make for your care over holidays and home weekends are suitable and in line with your needs. I will also ask you about your relationship with your Guardian and your experience of any time spent with them, or with a host family, so I am confident of the level of care you have been afforded.

## **H A V E   Y O U R   S A Y !**

We want your ideas, thoughts and opinions as to how to make your Boarding House and your time here at Gresham's even better! Likewise, we want to hear any concerns, anxieties or complaints you might have so that we can address them.

You can air your opinions, thoughts or complaints at any time (you do not need the permission of your parents) by going to talk to, or emailing:

Your Academic Tutor
Your Assistant House Master/Mistress or a Resident Tutor
Your House Master/Mistress
Mr Cox (Head of Boarding)
Miss Fielding (Director of Pastoral Care)
Mrs Alexander (Deputy Head Pastoral)
Mr Atkinson (Deputy Head Co-Curricular)
Mr Hipperson (Deputy Head Academic)
Mr Robb - (Headmaster)

You could also raise the above with the Head of House, the Assistant Head of House, the Senior Prefects or any other House, or School Prefect. Year 9 students might also speak to their assigned Year 13 'Big Brother/Big Sister.' We also have representatives for: The Overseas Pupils Forum, the Diversity and Inclusion Committee, Weekend Activities, The Dining Hall Committee and the School Council who will seek your views and insights.

There are also plenty of informal opportunities to air your feelings on the House or School, e.g., over lunch, in the Common Room before and after roll calls, after Supper etc.

In the event of a complaint being made you should expect an acknowledgement within 24 hours of it being raised and a timeframe by which you can expect a more detailed/considered response – allowing opportunity for full investigation. Your complaint will be held in confidence insofar as no-one is at risk of harm or if such confidence would hinder a proper investigation of the issue.

If you are then unhappy with the outcome, or with how the complaint has been handled, then you should raise this with Mrs Alexander.

## **H O L I D A Y S**

Please leave nothing in the House you will need in the holidays. The House will be locked, and it is unlikely that I, or anyone else, will be able to unlock it for you – nor should we be expected to.

## **H O M E V I S I T S**

Please ensure that, when invited to someone else's home during the weekend, I have received explicit permission, in writing, from the host's and guest's parents. All such notice is expected by the Thursday of any given week so that I have sufficient time to ensure I have the relevant permissions. This must clearly state that the host takes full responsibility for your wellbeing and let me know what time you will be leaving and when you will be back. You are expected to fully abide by these conditions. I must be assured that your needs will be met and that you will be well-looked after. Only once the



above is all met to the satisfaction of the Housemaster will consent be given. Any abuse of these conditions will result in future permissions being denied. If you are not on top of your work, then any such requests are likely to be denied.

## **H O M E S I C K N E S S**

Do not be surprised if you feel a bit homesick in the early days, especially if you are a boarder and have not been away from home before. This is perfectly natural and will pass in time. Some people settle straight into school whilst one or two others feel desperately homesick for a while in the beginning. Come and speak to me or other people about it and accept it as normal and you will be surprised how quickly it all sorts itself out. You will probably find that if you are homesick, it is worse at certain times of the day. If so, try to plan to be as busy as possible during these times. Try and resist the need to continually phone home as this makes the situation more difficult (especially for your parents). In any case give the school time – you will soon feel better, and we are all there to help you. Don't forget to talk to us!

## **H Y G I E N E**

You should wash your hands frequently and well. Sanitising stations are on all exit and entry points to House, outside bathrooms, stairwells and communal areas. I would strongly encourage you to use them. Please do wash and shower regularly and thoroughly so that Matron or I do not need to have an awkward conversation with you. Toilets and showers must be left in a state which others will find acceptable. Paper towel must find its way into the bins. Good personal hygiene is essential for self-respect and the respect of others. You should allow fresh air to circulate in your rooms by opening windows and ensure that your room is kept very clean.

## **I L L N E S S / I N J U R I E S**

When medical attention is needed see Matron. If Matron is off duty, please see the Duty member of staff, Mr Burnett or Mr Beales. All members of the House Team can administer some basic homely remedies which they will record in The Medicines Administration Record. In an emergency during the night, please find Mr Burnett or Mr Beales in the first instance, or Mr King if you cannot find us. My mobile phone is always on and always with me, so do call this if it is an emergency! The Health Centre is open 24/7 so if there is then need we will escort you over there. If you fall ill during the day, please check in with Matron or if needs be go, straight to the Health Centre. Do not phone home; this will be done by the Health Centre staff if appropriate. Do not just take yourself off home/get picked up without informing Mr Burnett, Mr Beales or Matron. Never go to bed/stay in your study feeling unwell without following the above instructions. Off games chits should be obtained from Matron or Mr Burnett in the morning or at lunchtime and a log of these will be kept. The chit must be personally presented to the member of staff taking your game you will then work in the off-games room if able or if unwell be permitted to rest in bed. Missing Games/lessons etc without first speaking with Matron or I will be treated as an infraction of the school Rules and will result in appropriate sanction. If you require external services - dental, optometric etc please speak to Matron and she will help facilitate this for you.

## **I N S T A G R A M**

Don't forget to follow our [Instagram](#) page. This is updated regularly throughout the week with activity from the House.

## **K I T C H E N**

There is a kitchen to cook small meals and make drinks. Look after it! All students are expected to wash up any items used or to load them carefully into the dishwasher. There are basic provisions for pupils such as bread, cereals and milk, though students are encouraged to eat well in the CFB. It is open at morning break, afternoon break, then again in the evenings after prep (8:30pm) to allow you to prepare snacks. The kitchen will be open from 20:30-21:30 during the week and will

always be closed for 21:30. It is available during weekends and it is vital you clear up after yourself to maintain a hygienic area for all – leave it as you would want to find it.

### **KITCHEN DUTY**

A student from the House, as sorted on the rota, will be expected to be in the Kitchen for 21:30 to ensure all items are put away and to wipe down surfaces and sweep the floor. If there are any final items to be washed in the sink then these need to be washed, dried and put away. The House Prefect on Duty will monitor you during this time and you must have your work checked before you leave. Remember to take pride in your work and ensure the job is done well.

### **LAPTOPS / TABLETS**

Most students have personal devices which are connected to the network. They must be registered with the IT department and can use wireless around House and the School. Misuse of your personal electronic devices (e.g., watching a film in prep/after lights out/in lesson time) will result in their removal for 1 day. If misused again, removal is for: 2 days, 3 days, 1 week, 2 weeks then 3 weeks. If you are dishonest expect a longer period of remedial action. Misuse around School is discussed in the Pastoral Care Handbook. You must label all such items and put security codes on them (do not share these with others). Ensure you are sensible with these devices and do not leave them logged on and unattended. Be smart when online and always consider what you are sharing and with whom. Do not make yourself vulnerable in any way! All students agree to an 'Acceptable Use Policy' and will face appropriate sanctions for inappropriate use of technology. Be aware that a full internet report is available to Pastoral Staff on a daily and weekly basis. This tells us precisely which sites are being accessed, when and how long for. All devices being brought into House must be disclosed to the Housemaster and must not contain harmful or offensive content.

### **LAUNDRY**

All boarders put their dirty laundry in the appropriate baskets near the Year 9 Dorms each evening before bedtime. Clean clothes should also be collected at a time stipulated by Matron and put away tidily. Please keep to this timing. Clean laundry is delivered on a Tuesday and Thursday. Matron can organise for the cleaning of individual items or for you to manage your own laundry, just ask. She will also manage dry cleaning, label sewing and repairs for you.

### **LOST PROPERTY**

Items left 'dumped' around the house or littering a room will be impounded and released for a £1 donation to charity. This rule is in place so that we all respect our home and belongings. Nothing is to be left in the corridors at all overnight! Please help yourself by ensuring that all clothing is clearly labelled and looked after!

### **MEALS**

It is a school requirement that all meals provided should be taken. You should be in breakfast before 7.40am. We have a Farfield representative on the Dining Hall Committee; do let him know if you have any feedback. In the first Term, all Year 9 will meet in the Foyer at 7:25 and go to breakfast together. As a House we are committed to meeting the dietary, medical and religious needs of all in our care. Such needs can be made clear to Housemasters and Matrons by parents or the students themselves at any stage during the academic year.

## **M E D I C I N E S**

No medicines may be kept in your possession unless you have spoken to Matron about the self-medication form. If in your possession, it must be securely locked away with no potential whatsoever for others to have access. If you arrive with new medication, please go straight to Matron so we can organise things. The 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. Such needs can be made clear to Housemasters and Matrons by parents or the students themselves at any stage during the academic year.

## **M E N T A L   H E A L T H**

We pride ourselves on the open dialogue we have around male mental health and are evidently very lucky to be able to draw upon Mrs Pollicott-Reid's and Mr Robinson's expertise and guidance in this respect. 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 Tutor or the Housemaster rather than immediate referral to either Kate or Elliot. 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. There are also the student-based Mental Health Champions to whom students might speak. There are posters in House with the names of these individuals and how to make contact. 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 the boys the need to look after their mental health and to share, rather than bury, their concerns!

## **M O B I L E   P H O N E S**

Phones, and all other equipment capable of going online, are handed in overnight by Years 9-11 as part of their bedtime routine. This comes to Matron's Office at the beginning of each of these years' bedtime routine i.e., 9:00 for Year 9. Failure to submit within the first five minutes will see the phone retained by House by the following day. We follow a sensible use policy here in House so please expect to be challenged if it is felt that you are spending excessive time on your phones, particularly in the common areas of House. If your phone is confiscated by a member of staff on Campus, then the phone will be returned 24 hours after an email of apology has been sent by you to the teacher concerned (Mr Burnett must be cc'd into this email). The length of this confiscation increases by 24 hours for every repeat offence. Seniors can opt to hand in their phones and devices overnight if they so wish.

## **M O N E Y / V A L U A B L E S**

It is not advisable to bring valuables into School. If expensive items are needed for some reason they should be left with Mr Burnett for safe keeping. Money should be banked in Holt or given to Mr Burnett who will bank moderate amounts for you and issue it in small amounts as required. You are advised not to keep large amounts of money in your possession. Please note that the school insurance cover does not include personal possessions. Expensive items should be insured by your parents. Please make use of lockable cabinets and the padlocks which I can give you to ensure that any valuable possessions are secured. Please also be sensible about how loudly you publicise your possession of these valuables. We very rarely have things go missing in House, but please do be prudent with your belongings!

## **MUSIC**

At no point should music be heard in the corridors. Listening to music must be always discreet. Expect offending items to be confiscated if the above condition is not met.

## **NEWSPAPERS**

We have a subscription to 'The Week'.

## **OUT OF BOUNDS**

These are: staff accommodation and gardens, the Upper Sixth kitchen, other boys' studies/dormitories except when the occupants are present, any playing field/woods after 17:30hrs without house staff permission (other than Farfield/House Fields).

## **OWL OF THE WEEK**

The Owl is awarded to a pupil who has done something outstanding or of note during the week. They are celebrated during a morning roll call and presented with a certificate which is displayed on the house notice board on the first-floor landing.

## **PARTIES**

For dinners/parties, please consult the School's Pastoral Care Guide handed out at the start of term. I will help you facilitate such occasions appropriately but remember that the working week is for work. Notification from the parents of the Host and from your parents is required (as mentioned in the Home Visits section above) for attendance at any such event. Hosts will be fully responsible for all invited guests for the duration of the Party and will need to be clear with me as to what alcohol, if any, will be available. You are reminded that you are a Gresham's student at all times, that you represent the school even when not on site and not during regular school hours, therefore any incident at such a Party will result in thorough investigation and punishment as appropriate.

## **PASSPORTS**

I look after passports and other such important documentation for you.

## **PICK - UP FOR DAY BOYS**

Your parents will have let me know which days of the week you will stay late to do prep and when you go home. Day boys are expected to leave at the daily leave times stated by your parents at the beginning of term. These will be 17:30, 19:00, 19:30 or 20:30. In the event that a Day Boy needs to occasionally be collected slightly later than this then special permission will need to be sought from Mr Burnett.

## **PIZZA / KEBAB RUN**

These are on Friday only. All rubbish must go into the outside bins. Takeaways are not allowed on other nights – we expect you to be healthy and responsible with your money. Remember that all such food must be consumed in the Common Room not in your studies!

## **POST**

Post is delivered to the House daily.

## **P R E P**

Prep/Homework is undertaken every night from 5.30pm to 7.00pm and again for those in Years 11-13 from 7.45pm to 8.30pm. This is a vital time, and it is unacceptable for pupils to be walking around the House or not getting on with work. If homework is not completed in this time, pupils are expected to find their own time to do this. 6th Form pupils would be expected to work well beyond the times above at crucial points in the year. Quiet study is to be always observed. Students are welcome to use their rooms to work in but are strongly encouraged instead to use the Common Room, the library or the Britten Building rather than working where they sleep. Study doors for all students will be propped open during first Prep to assist staff in monitoring work and noise levels. If Duty Staff are unhappy with your work ethic, then you can expect to be made to work where you can be supervised by a member of staff. Remember that many senior boys will still be working long after supper, so be considerate. The same rules apply for 6th form study periods. Year 9 in Michaelmas Term will be working in the Common Room.

## **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 Farfield; but if you prefer, talk to a prefect, a trusted student, to Matron; to Mr Beales or another member of staff. We also have our school Mental Health Nurses in Kate Policott-Reid and Elliot Robinson. Arrangements to meet with one of them can be made through me or via the Health Centre if you prefer.

## **Q U I E T   T I M E**

Corridors must be kept quiet from 10pm out of respect to your fellow Housemates. We ask that you are always sympathetic to those who might have an exam or who might have gone to bed early and that you take appropriate measures to be sympathetic in this regard.

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

This takes place at 8.10am every morning in the Common Room. A bell will ring at 8.05am to warn pupils to assemble. Registration is a legal requirement in all British Schools. Lateness will not be tolerated unless unavoidable. If a pupil is to be late, please either email in advance, text me on 07823321834 or phone 01263 714569 to leave a message between 7.30am and 8.05am. If your child is late, they must sign in before Chapel at Reception.

## **R O O M S**

Your room is your own private space. Staff on duty will afford you the privacy of a knock on the door, in most instances, before coming in. It is crucial that you respect the privacy of others and that you therefore do not enter their rooms without them being there. I would also encourage you to inform a Prefect or a member of House Staff if you see a student entering rooms belonging to other people. We expect all students to always respect the privacy of others – particularly if a space is co-habited in the case of the Year 9 dorms or shared in the instance of Day Boys. The private space of all students should be always treated with utmost respect. If there are any concerns in this respect or any observed behaviours which suggest the above is not being followed, I would expect, and want, to be told.

## **S A F E T Y**

Matches and lighters are not allowed, nor is smoking, electronic/vapour cigarettes or drinking alcohol. Alcohol can be given to Sixth Form by staff under supervision (please see the pastoral care handbook). Please use common sense. Plugs should be fitted correctly. Do not fit plugs yourself. Private electrical equipment (kettles, toasters, heaters etc.) should not be

brought into school. The only electrical equipment allowable are desk lamps, music systems and IT systems. Additional heaters are available if you need these. Items must be made available for PAT testing when this occurs.

## SECURITY

Self-closing doors should never be propped open. Close the windows in your study when you leave and overnight as these are particularly vulnerable to intruders (especially on the ground floor). Lock away your valuables. We cannot take responsibility for them should they be misplaced or stolen. You are provided with 2 lockable cupboard spaces. These are locked with available padlocks, which must be returned at the end of the year with the key, or a charge will be made (£5). I keep master keys in case a key is lost. There are also lockers in the changing room, with keys available from Mr Burnett. Door wedges used during Prep time must be removed when not in the room.

## SIGNING IN / OUT

When you leave the House, you must sign out giving your specific location (so that we could contact you if necessary) and timings. Please sign back in. This is before school, during prep, after school and if you are not in House when expected to be (e.g., private study and to go to a department). This is for your safety and the safety of others. If there is a Fire Drill or an emergency wherein, we have to evacuate the premises then it is, of course, absolutely crucial that we know who is in House.

## STAFF ACCOMMODATION

If a student needs to speak to a residential member of staff, then he/she must ring the doorbell of their residence and await a response. They must not enter the accommodation or the Housemaster's study uninvited and will be granted access only to the HSM study if they do enter.

## TOWN LEAVE

	DAY	TIMINGS
Year 9	Thursday	16:00-17:20
	Saturday	14:30 onwards if all commitments met (no one in town after 7pm)
	Sunday	All day. (no one in town after 7pm)
Year 10	Tuesday	16:00-17:20
	Thursday	16:00-17:20
	Saturday	14:30 onwards if all commitments met (no one in town after 7pm)
	Sunday	All day. (no one in town after 7pm)
Year 11	Tuesday	16:00-17:20
	Thursday	16:00-17:20
	Saturday	14:30 onwards if all commitments met (no one in town after 7pm)
	Sunday	All day. (no one in town after 7pm)



Year 12 & 13	Monday	13:00-13:50
	Tuesday	16:00-17:20
	Wednesday	13:00-13:50
	Thursday	16:00-17:20
	Saturday	14:30 onwards if all commitments met (no one in town after 7pm)
	Sunday	All day. (no one in town after 7pm)

Students **must** sign-out and remember to attend all roll calls.

### **S T U D E N T V I S I T O R S**

Students from other Houses must sign-in and report to a member of staff. In all but exceptional cases they will remain in the common area's downstairs. Please remember that you are responsible for the behaviour of your visitors and that they must sign-in!

### **V I S I T O R S – P A R E N T S**

Parents are very welcome to come and visit in line with the School's Visitor's Policy. They are most welcome to attend plays, concerts, competitions and sports fixtures etc. I will also invite them to various events. They are also welcome to visit you in Farfield, but for security reasons I ask that they contact myself or whoever is on duty before visiting; it is imperative we know who is in the House at all times. This is in the interests of visitors and boys. If your parents wish to take you out for the evening they must email/call me prior to the event. Other than for very special occasions, permission for trips out in the week will be denied.

### **W A K E U P**

You should aim to be up at 7:00, and no later than 7:15. A bell will be rung at 7am by one of the students on Duty. Either myself, Mr Beales, or Mr King will then come around to make sure that you are up. You should aim to be at breakfast by about 7:30 (last serving is at 7:40). All boys must attend breakfast.

### **W E E K E N D A C T I V I T I E S**

Weekend arrangements are shared with the students via the Gresham's Weekend Activities Team, House Team and also in House on display boards.

#### **Saturday**

Supper on a Saturday is at 17:30. Weekend food is chosen by the Boarders from each of the Houses on a rotational basis and often is had in the CFB, or in the Cairns Centre which offers students an informal dining experience. Every Saturday evening, if there is not a structured activity, there is an informal social, usually in one of the Boarding Houses, led by the Prefects. This is open to all students and usually runs from 7pm to 9pm. This is a low-key social and usually takes the form of a quiz, a movie, a pool competition, use of the fire-pit etc.

#### **Sunday**

The Performance Centre and Gym is open in the morning (usually between 9am and 10am) and all boarders have the option of joining a 9am Boarders Run with Mr Cox. Brunch is usually at 11am and then the activity for the day

tends to leave at 11:30. Supper in the CFB is then at 17:30 in the evening before the school comes together for Chapel at 18:00. The Swimming pool is also available to students for a nice evening swim to see out the weekend at 19:00.

There is also a structured activity organised for the Sunday. Students sign up using forms shared directly with them via Microsoft Teams. This triggers an alert to their devices. Whilst the onus is on them to sign-up, conversation will be had with the Housemaster and them as to whether you would benefit from getting off-campus and as to how you otherwise intend to use your time. We ask that students sign-up by midday Wednesday so that we can make judgement on the viability of the trip and have the necessary paperwork, risk assessments and staffing in place. The choice of activities is led by conversation between Mr Liberman (Weekend Activities Co-Ordinator) and the Weekend Representatives appointed by Houses. All students have opportunity to speak to these Reps, to Mr Liberman or myself or to their Housemaster should they wish to see something different offered. The full range of weekend activities and timings can be found by students in House and on the 'Weekend Activities Teams' page to which all Boarders have access.

Students may also visit other Boarding Houses or go into Holt across the weekend.

## **N O T A B L E   M E N T I O N S**

House Music Runners up 2022/2023 (1<sup>st</sup> place, Unison)

House Guy Competition Winners 2021/2022

House Swimming Runner Up 2022/2023

Junior Science Quiz Winners 2021/2022

Sports Day Winners 2021/2022

## W e e k e n d   A c t i v i t i e s

S u m m e r   T e r m   2 0 2 3



**Saturday 22<sup>nd</sup> April**

Boarder's Social Arranged by Edinburgh  
Sheringham Tesco/Fish and Chips/Ice-Cream Trip

**Sunday 23<sup>rd</sup> April**

Norwich Shopping/Tubing

**Saturday 29<sup>th</sup> April**

Crepes and Games in Dave's

**Sunday 30<sup>th</sup> April**

The Gresham's Triathlon – take part or help support



**Saturday 7<sup>th</sup> May**

Sixth Form Burger and Beer Night/Movie Night for Juniors

**Sunday 8<sup>th</sup> May**

Gresham's Goes Inflatable  
(Bouncy Castles, Assault Courses, Bungee Runs, Slides etc)



**Saturday 13<sup>th</sup> May**

Fire Pit and Tuck at Dave's

**Sunday 14<sup>th</sup> May**

Broadside Pizza & Water Games

**Saturday 19<sup>th</sup> May**

Boarder's Social Arranged by Queens  
Sheringham Tesco/Fish and Chips/Ice-Cream Trip



**Sunday 20<sup>th</sup> May**

Thetford Forest (Go Ape/Segway/Crazy Golf)

**Saturday 10<sup>th</sup> June**

Boarder's Social Arranged by Woodlands

**Sunday 11<sup>th</sup> June**

White Water Rafting at Lee Valley

**Saturday 17<sup>th</sup> June**

Sixth Form Wine and Cheese Night/ Movie Night for Juniors

**Sunday 18<sup>th</sup> June**

Britain vs Spain Hockey Trip  
House Beach Trip/Surfing



**Sunday 25<sup>th</sup> June**

Summer Boarders' End of Year BBQ and Laser tag



All weekend activities and arrangements can be found on the 'Gresham's Weekend Activities' Team.  
**Sign-up using Microsoft Forms and do feedback to your Activities Rep if you have ideas you would like us to consider.**  
Listen out too for notices for low-key Saturday night socials on Campus led by Prefects in the Boarding Houses.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

[www.greshams.com](http://www.greshams.com)

Registered Charity No: 1105500