



Oakeley

O A K E L E Y  
H O U S E H A N D B O O K

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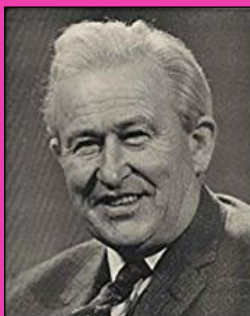
  
GRESHAM'S  
ESTD 1555

## LOCATION OF OAKELEY

See map number 31.



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



*Oakeley was built more than 100 years ago and is the oldest of the girls' houses at Gresham's. It is named after Dick Bagnall-Oakeley, Old Greshamian and Head of School (1927), Geography teacher at Gresham's (1933 - 1968) and a radio and television presenter of natural history programmes.*



**A V E R Y   W A R M   W E L C O M E   T O  
O A K E L E Y   H O U S E !**

*This will be my fifth year as Housemistress of Oakeley.*

*I teach English at Gresham's and live in Oakeley with my husband,  
Rob and our two children.*

*Before we came to North Norfolk I worked at Cranleigh School for  
eighteen years, the last four of which were as a Deputy Housemistress.*

*Here in Oakeley we aim to create a happy, family, fun atmosphere  
where girls are kind and caring, and support each other in their many  
and varied talents and endeavours.*

*We want Oakeley girls to be confident, resilient and to strive to be the  
very best they can be, making the most of the many opportunities  
available at Gresham's.*

*I hope the following guide is useful, and please do contact me if you  
have any further questions.*



**OLIVIA RAVILIOUS**



## THE OAKELEY HOUSE TEAM

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### HOUSEMISTRESS

Mrs Olivia Ravilious  
Phone: 01263 714572  
Mobile: 07796 603936  
oravilious@greshams.com



As Housemistress I have overall responsibility for the girls in the House and I am the main point of contact for you and your parents. I am here to help with any matters of concern; my door is always open. If you cannot find me in Oakeley (either in my office, around the House or in my home), do email or text me; otherwise, you can find me in the English department where I teach. There will always be a member of staff on duty in Oakeley – their names can be found on the noticeboard near the signing out book.

### ASSISTANT HOUSEMASTER

Mr Dan Majid  
Mobile: 07548 220700  
dmajid@greshams.com



Mr Dan Majid is the Assistant Housemaster and lives in the west wing of Oakeley with his wife Jess, children Fenya and Ozra, Baxter the dog and Taffy the cat. He started working at Gresham's in January 2020 teaching Geography, and is also Head of Adventure. Mr Majid is responsible for Oakeley House one evening during the week and every other Saturday night/Sunday. His door is always open for a chat.

Miss Ruth MacDougall is Oakeley's Resident House Tutor and will be joining Gresham's in September 2023.



*Tazzie is also a very important member of the Oakeley team. He is often in the House, playing and getting fussed, and girls love walking him (he loves it too!).*

## HOUSE MATRONS

oakeleymatron@greshams.com  
Mobile : 07833 206454



Oakeley's two Matrons, Mrs Jillian Trela (left) and Mrs Christine Pearson (right) are responsible for the care of our girls, including their health, wellbeing and domestic matters. They are both wonderfully kind and supportive of all the Oakeley girls; they are excellent listeners and encourage you to drop by for a chat.

## TUTORS

Every pupil is assigned a Tutor who is a member of the House team. Your Tutor assists in monitoring your academic and co-curricular progress. They will discuss your reports with you and will meet with you at least twice a week as well as set academic goals with you. Your Tutor is usually the first person to notice when academic or other problems are occurring, and acts as a vital link between you, your Housemistress, subject teachers and parents. Tutor groups are small, and great emphasis is placed on spending time with individual students, to support and stretch you most effectively.

Dan Majid and Sophie King tutor Year 9. You will then join vertical tutor groups for the remainder of your time at Gresham's. This means mixed tutor groups in Years 10-13. Tutors will contact parents in the first week of term to introduce themselves.

Oakeley Tutors: Dan Majid, Chunlian Greenfield, Stephanie Gates, Sophie King, Fiona Gathercole, Claire Hayes, Bridget O'Brien, Ruth MacDougall, Matt Williams and Claire Stevens.

As well as the resident team, Prep Tutors oversee prep time in Oakeley (5.30pm - 7.00pm and 7.30pm - 8.30pm) making sure that it is quiet, productive and purposeful. They also provide academic guidance and support. Visiting Tutors supervise the House in the evening from 7.30pm - 10.15pm.



*Students enjoy their free time during the evenings and weekends, there is plenty to do in the House – inside and out.*

## HOUSEKEEPING

Oakeley's Housekeeping team is here every weekday morning.

They are a wonderful team and work very hard to make sure Oakeley House is clean, tidy and comfortable for you. Please help them by being responsible for your rooms, keeping them tidy and by putting all your litter in the bins throughout the House. It is important you respect your rooms and furniture; maintaining an organised room is essential to create a good working environment and a home we can all enjoy.



SUE  
MOORE



SARAH  
ARMSTRONG



SHARON  
EGGELTON

## PREFECTS

Oakeley has a Head of House and a Prefect Team.

Senior girls are given these positions of responsibility in the House. Our Head of House is currently Erin Lowe.

Our House and School Prefects supervise prep, take roll-calls and help with bedtimes. They are keen to support you in all aspects of your school life. You will also be buddied with a girl in the year above who will help you to settle into the House and Gresham's as a whole.



*Oakeley sixth formers lead and take part in all kinds of House activities (Christmas outfits optional...)*

## T H E   A - Z   O F   O A K E L E Y

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### A B S E N C E S

It is really important to let Mrs Ravilious know between 7.30am and 8.00am if you will be absent during the school day, either via email or telephone. If you have an appointment during the school day **I must have advance notice of this**. It will also be necessary to email your teacher(s) to excuse yourself and find out what work you need to catch up on.

### A D V O C A C Y

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.

### B A T H R O O M S

You make take a shower during your free time until bedtime. Please dress appropriately in the corridors. Matron has supplies of tampons/sanitary towels/tights/toiletries if you find you are without your own supply.

### B E D D I N G

We provide you with all the bedding you need, but you are welcome to bring your own duvet cover with you, provided it is clearly labelled and can be machine-washed and tumble-dried. There is a weekly bedding change every Monday morning.

### B E D T I M E S   &   R E T U R N   T I M E S

A Gresham's student's life is very busy so sleep is vital. Please make sure you are in your own room and quiet, by your year group's bedtime.

	R E T U R N   T O H O U S E	I N   R O O M S	L I G H T S   O U T
Year 9	21:00	21:30	21:45
Year 10	21:15	21:45	22:00
Year 11	21:45	22:00	22:15
L6th	22:15	22:30	22:45
U6th	22:30	22:45	23:00
Prefects	22:45	23:00	23:15



*Sharing an evening meal with friends in the House.*

## **B E H A V I O U R   A N D   B U L L Y I N G**

Inconsiderate behaviour will not be tolerated in Oakeley House. We pride ourselves on being a respectful and inclusive community who endeavour to help and support each other. If you have any concerns about anyone please speak to one of the sixth form girls or a member of the House team.

## **B O A R D I N G**

Day girls are welcome to board on a flexi-basis when we have bed space. Please give at least 48 hours' notice. The cost will be added to the school bill.

## **C A R S   A N D   S T U D E N T   P A R K I N G   P E R M I T S**

Only the Upper Sixth are allowed cars on site and then only with permission from the Headmaster, Housemistress and their parents. They are not allowed to drive any other pupil without express permissions being sought and given.

## **C H A P E L**

Everyone is expected to attend Chapel unless permission is sought from Mrs Ravilious. The whole school attends; Chapel acts as an assembly as well as a religious service. Regardless of your faith it is a good opportunity for reflection and a moment of pause.

## **C L O T H I N G**

Girls can wear their own home clothes at the end of the school day once formal activities have finished, as well as at weekends. Please limit the amount of clothes you bring with you!! Please make sure all items of clothing are clearly labelled, so they return to their rightful owners.

## **C O - C U R R I C U L A R   L I F E**

We have a wide variety of activities on offer outside the classroom – I encourage you to try something new and make the most of the opportunities available to you!

## **C O N T A C T I N G   U S   A N D   C O N T A C T I N G   H O M E**

You are able to contact your family and friends in your free times: before morning roll-call, during break times, after evening prep and before bedtime. Girls are always welcome to use the office phone in privacy. Year 9, 10 and 11 girls' mobiles, iPads and computers are taken in at bedtime to help with well-being and safety and to ensure you get a good night's sleep. All students are provided with an email address which can be accessed from any of the school computers and by smart phone.



*There are many opportunities to try new things at Gresham's – including the school zip-wire!*



## DAY GIRLS - GOING-HOME TIMES

At the start of each term we ask you to commit to a pattern of going-home times, which can be reviewed on a termly basis.

**You may leave at any of the following times: 5.30pm, 7.00pm, 7.30pm, or 8.30pm. We ask for confirmation from home if you are to be collected any earlier than your specified times.** It is a great idea to stay at school to complete your prep work as there is a great deal of support on offer.

Day girls are welcome to board on a flexi-basis provided there is a free bed. **Please give 48 hours' notice where possible.**

## DOORS

All doors operate on a bio-reader from 6.30am to 10.30pm (thumb or finger print).

**ALL** parents and visitors wishing to enter the House are expected to ring the bell to the main entrance and speak to a member of staff.

Please ensure that the doors **shut behind you**. They must not be wedged open. The external doors are alarmed overnight and can only be opened in an emergency by the green 'break glass' button located next to the doors.

Doors will open automatically when the fire alarm sounds.

## DRINKING ALCOHOL

Alcohol can only be given out by the Housemistress at special events, and to the sixth form only.

Pub Leave is granted to 18-year-olds only; a card is issued and is required for alcohol to be served. Apart from that alcohol is banned as per the school rules.

## ETHOS

In Oakeley we want girls to feel supported and valued and able to develop and try any new skills.

We support each other, are kind and considerate and listen to one another. We value resilience, determination and honesty.

## ELECTRICAL ITEMS

You may bring with you laptops, desk lamps, mobile phones, hair dryers, hair straighteners and chargers. Please leave hair straighteners on heat mats and remember to turn off all electrical equipment when not in use. We only allow battery-operated fairy lights in rooms.



*Boarding and day students take pride in representing Oakeley in school competitions and events.*

## FIRE SAFETY AND FIRE ALARMS

Fire drills will happen regularly as part of the school's health and safety requirements.

We have a VERY sensitive fire alarm system which is automatic.

Leave by the CLOSEST exit and make your way to the front of the library next to Oakeley and wait for staff.

**Please treat any fire alarm seriously, you will not know whether it is just a drill or in fact a fire.**

Get to the assembly point at the front of the library as quickly as possible but **do not run**. Do not stop to get anything.

**Matches, lighters, fairy lights and candles are NOT ALLOWED in the house at any time.**

## FOOD

We are passionate about healthy eating in Oakeley, but enjoy our treats too. All pupils must attend all school meals. In Oakeley we have milk, cereal, bread, spreads and fruit, coffee and tea available every day, during breaks and in the evening. We often have healthy snacks to enjoy too.

We have a fantastic kitchen, but please treat it with respect and wash your own dirty plates and cutlery – leave it how you would want to find it. **Raw meat and fish** is not permitted in the House fridges and will be disposed of.

At the weekend we often cook together and enjoy making healthy treats as well as pizzas, cakes and ice cream.

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.

## GAMES

We have a wide range of games options and facilities available at Gresham's. Girls in the junior year groups will have a sports programme to follow and girls in Year 11 and the sixth form have some choice over their options.

If you are unable to do sport due to illness or injury you will need to get an Off-Games chit from matron or Mrs Ravilious. If your parents/guardians wish for you to be 'Off-Games' they should put this in writing to Mrs Ravilious.

Regulation games kit should be worn. Oakeley girls love participating in inter-house events and enjoy the camaraderie that comes from them.



*Oakeley girls learning new skills at the school's Woodland Adventure Centre.*

## GUARDIANSHIP

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.

## GOING HOME / GOING OUT

If local boarders wish to go home overnight they must notify a member of staff. Parents/guardians will need to confirm the arrangement by contacting Mrs Ravilious – by email, text or in person. Ideally, 48 hours' notice should be given. If boarders plan to be absent over a weekend please ask your parents/guardian to contact Mrs Ravilious in person at least 48 hours in advance in order to outline your arrangements. We need to know where you are going, how you will get there and back, and who will be responsible for you. I have to be assured that your needs will be met and that you will be well-looked after. You are welcome to visit school friends at the weekend after school commitments, but **Mrs Ravilious will need confirmation of arrangements from both your parents/guardians *and* from your host family.**

Permission to attend functions outside of school during the week is given only in exceptional circumstances. Permission also is required – from the Headmaster – if you wish to arrive late or leave early at the beginning or end of half-terms or terms.

## HEALTH AND WELLBEING

If you are feeling unwell you must see matron. If she is not available, please see Mrs Ravilious, Mr Majid or go to the Health Centre. Matron can arrange visits to the doctor. If you are taking medication, you must inform matron.

It is important to ensure you balance your commitments and have time for relaxation. Meditation and mindfulness are incredibly helpful and this is something we encourage in Oakeley.

## HEALTH CENTRE

The senior school has a Health Centre (01263 712142) where girls have access to fully trained nurses and can get doctor's appointments. The centre is staffed 24 hours a day and girls can stay there overnight if they are feeling poorly and unable to get home. Within the Health Centre is the SANDI clinic which is a drop-in service on Wednesdays, offering friendly advice on a variety of issues from sexual health to emotional wellbeing.

In Holt there is the Holt Dentist (01263 802556), Kelling Dental (01263 711444), Holt Medical Practice (01263 712461) and Lords Opticians (01263 713130) where emergency appointments can often be organised.



*Year group breakfasts in House are an eagerly anticipated weekend treat.*

## HOME WEEKEND

Our first Home Weekend takes place Friday 23 September at 4.30pm – Sunday 25 September at 9.00pm. The House will be open if you would like to stay and the cost is added onto your school bill. Mrs Ravilious will confirm your plans with you and help you to seek the appropriate permissions required.

## LAUNDRY

Our amazing matrons will do some washing for you, and other items go to the school's central laundry **so it is very important that you name all your belongings**. Please avoid bringing any clothes to school that are not suitable for machine washing and tumble drying. Sixth formers may use House washing machines once matron has given you guidance on how to use them.

## 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 days will increase. 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. 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. All devices being brought into House must be disclosed to the Housemaster and must not contain harmful or offensive content.

## MEDICATION

If you have been prescribed medication from home you must inform matron. All medication taken by a pupil has to be logged and recorded.

Any medicines that you have must be handed in to matron who will store them in the medical cabinet and issue them appropriately. If self-medication is necessary you have to have permission from the House staff in order to keep medicines in your room, and safe storage of the medicines has to be ensured.

**Any medication left lying around will be removed. Your medication must be recognised in the UK. Never give anyone else ANY medicines (not even painkillers e.g. Paracetamol, Nurofen etc.)**



*The annual Gritty Grasshopper event puts the House laundry to the test...*



## **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. 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.

## **M O B I L E   P H O N E S**

Rules about the use of mobile phones is outlined in the Student Guide. Year 9 phones are taken in during the school day; Year 9 and 10 boarders' devices are taken in overnight. All phones should be switched to silent during the school day and must not be used publicly (unless your teacher gives you permission) including between lessons, at meal times and at roll calls in House.

## **P A D L O C K S**

Every pupil has a lockable space with a key provided, or a space for a padlock, so that you are able to lock up your valuables. Please bring your own padlock with you. Alternatively, padlocks are available from matron. Keep your key in a secure place, do not tell anyone where this is, and do not give anyone the code to your padlock. Most boarders bring a lockable 'tuck box' – this is useful for small personal items. All expensive items must be locked away.

## **P E R S O N A L   A P P E A R A N C E**

Please make sure you are well presented at all times. Junior year groups should not wear make-up or nail varnish. Jewellery is limited to one pair of ear studs and one necklace. Senior girls please avoid wearing dark nail varnish and dangly earrings. Skirts need to be tailored, loose-fitting and knee-length.

## **P O C K E T   M O N E Y**

You do not need large sums of money! Keep any cash locked away or sign up for a bank account in town. Let a member of staff know if you need help with this. House staff can look after small amounts of pocket money and passports.



*House social events are held throughout the year, including a Halloween party.*

## **P R E P   T I M E**

We expect a focused and quiet atmosphere during prep time. Prep time for the juniors is every night from 5.30pm to 7.00pm. Every girl has a desk – the Year 9 students do their prep together in the main House common room. We do not expect to see students walking around or not getting on with their prep.

If you do not complete your homework in this time you are expected to use your own time. Music may be played using headphones so that others are not disturbed.

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

This takes place at 8.05am, 1.40pm, 5.25pm and 7.30pm every day in the common room. It is essential you are on time to these registrations. If day girls are late in the morning they will need to sign in at the school's main 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 respect the privacy of others at all times – particularly if a space is co-habited. The private space of all students should be treated with utmost respect at all times. 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**

The House entrance driveway is very busy at certain times of the day. Please be careful as you walk out of the House as cars may be turning in. ALL pupils must use the bridge over the Cromer Road, other than the Upper Sixth. Lower Sixth may cross the road between 8.15pm and 8.00am

## **S I G N I N G   O U T**

It is vital that you remember to sign in and out of Oakeley if you are going to miss registration or leave after 5.30pm, as well as during the weekend. We need to know where you are for your own safety.

## **S T A F F   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 and will be granted access only to the HSM study if they do enter.



*Oakeley has a proud tradition of fundraising. A very well supported recent bake sale proved a huge success.*

## STUDENT VOICE

In Oakeley we are always keen to hear your views. You are able to suggest ideas/give feedback to the House Forum which meets every half term. You can also speak to Mrs Ravilious in person or use the suggestion box in the common room. We always want to know how to make your experience better!

## TOWN LEAVE

Students may go into Holt on Monday and Wednesday lunchtimes (1pm - 1.50pm); Tuesday and Thursday (4pm - 4.55pm); Saturday (3.30pm - 5.30pm). Seniors may have town leave for supper in agreement with House staff.

Please make sure you are dressed appropriately. Residents will know you are from Gresham's even without a uniform. No games kit is to be worn.

**Remember: if you can see up it, down it or through it, it is not for school wear and you will be asked to change.**

## VISITORS

Boy and girl visitors are welcome in the House, if invited in by a girl, but **only** in the central block **common room and kitchen** unless accompanied by a member of staff. All visitors need to sign in. If you are found with a boy in an undesignated area he will be asked to leave the House immediately. Parents are very welcome to come to the House, but for security reasons, please let Mrs Ravilious know if you intend to visit.

## WEEKEND ACTIVITIES

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 more often than not 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.



*Mr Majid didn't stand a chance during a water fight in the Oakeley garden.*

## 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 at 11am usually 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 Housemistress and then 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, myself or Mr Cox (Head of Boarding) 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.



*All ready for the 6<sup>th</sup> form Christmas Dinner.*



## 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 time-frame 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.



*Baking for our charity cake sale.*

## H E L P !

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Is something worrying you? Need support or advice? There are lots of people waiting to help.

### H E L P I N H O U S E

For most things that are bothering you, there will be someone in your House that can help:

- A friend
- Housemaster / Housemistress
- Assistant HSM
- Matron
- A House Prefect or older pupil

If you find it difficult to share how you are feeling at first, then why not ask your parents or another family member to make the first approach?

### H E L P B E Y O N D T H E H O U S E

If you prefer to talk to someone outside the House, then all the people below are here to listen, or you can go to any member of staff. Except in rare cases where you or another child could be at risk of harm, they will keep what you say confidential (unless you say it's ok for them to share it).

#### Reverend Jack

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

#### Kate Pollicott-Reid

Mental Health Nurse

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

#### Elliott Robinson

Mental Health Nurse

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

#### School Nurses

Health Centre

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

01263 712142 07887 572832

#### School Doctor

Dr Paul Roebuck

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

01263 712142

### H E L P O U T S I D E S C H O O L

If you are concerned about something that has happened in School, and don't feel confident telling anyone connected with Gresham's about it, then you can go direct to the people below.

#### The Children's Commissioner

0800 5280731

[advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

#### Independent Schools Inspectorate

020 77109900 [concerns@isi.net](mailto:concerns@isi.net)

#### Norfolk Safeguarding Children's Board

0344 8008020

#### School Governor for Child Protection

Dr Susan Rubin 01760 723908

#### More Information and Advice

If you aren't yet ready to talk to someone face-to-face, then there is lots of information and support available elsewhere.

The Designated Safeguarding Leads for Child Protection are Mrs Flower, Mr Cox, Mr Burnett and Mrs Alexander.

On the VLE, there are lots of resources about how to look after yourself and be resilient when life gets tough. Click on 'Senior School VLE (H-Z)', then 'Well-Being'.

Can't cope but can't tell anyone?

If you think you might hurt yourself, then contact

T H E S A M A R I T A N S  
A N Y T I M E , D A Y O R N I G H T

0 8 4 5 7 9 0 9 0 9 0

## GENERAL ADVICE AND SUPPORT

### Childline

Information and support on a wide range of issues  
[www.childline.org.uk](http://www.childline.org.uk)

### Get Connected

Information and support on a wide range of issues  
[www.getconnected.org.uk](http://www.getconnected.org.uk)

### The Site

Information and support on a wide range of issues  
[www.thesite.org](http://www.thesite.org)

## MENTAL HEALTH

### Anxiety UK

Advice and support on acute anxiety and phobias  
[www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)

### Beat

Advice and support on eating disorders  
[www.b-eat.co.uk](http://www.b-eat.co.uk)

### Mind

Information on mental health matters  
[www.mind.org.uk](http://www.mind.org.uk)

### Mindful

Advice on techniques to reduce stress, anxiety and anger  
[www.mindful.org](http://www.mindful.org)

### Mood Juice

Information on emotional problems and how to solve them  
[www.moodjuice.scot.nhs.uk](http://www.moodjuice.scot.nhs.uk)

### Papyrus Hopeline

Support for young people who have suicidal feelings  
[www.papyrus-uk.org](http://www.papyrus-uk.org)

### Selfharm UK

Information and online support for young people impacted by self-harm  
[www.selfharm.co.uk](http://www.selfharm.co.uk)

### Young Minds

Information on mental health and wellbeing  
[www.youngminds.org.uk](http://www.youngminds.org.uk)

## PHYSICAL & SEXUAL HEALTH

### Ask Brook

Advice on sexual health and pregnancy  
[www.brook.org.uk](http://www.brook.org.uk)

### Asthma UK

Advice on managing asthma [www.asthma.org.uk](http://www.asthma.org.uk)

### Health for Teens

Information on a wide range of physical and mental health matters  
[www.healthforteens.co.uk](http://www.healthforteens.co.uk)

### School Nurse Text Service

Confidential advice and support on all sexual and general health matters 07520 615387

### Sexual Health Service

Information and access to local sexual health services  
[www.icash.nhs.uk/norfolk](http://www.icash.nhs.uk/norfolk)

### Sexual Healthline England

Advice on sexual health and pregnancy  
0300 123 7123

## OTHER ISSUES

### Children's Legal Centre

Free legal information and advice for young people  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

### Frank

Advice and support on all matters around drugs  
[www.talktofrank.com](http://www.talktofrank.com)

### Freeva

Support for young people who have ever experienced sexual assault or violence  
[www.freeva.org.uk](http://www.freeva.org.uk)

### National Bullying Helpline

Advice and support on tackling bullying and cyberbullying  
[www.nationalbullyinghelpline.co.uk](http://www.nationalbullyinghelpline.co.uk)

### ThinkYouKnow

Advice on staying safe online, including how to report inappropriate behaviour  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Can't cope but can't tell anyone?

If you think you might hurt yourself, then contact

THE SAMARITANS  
ANYTIME, DAY OR NIGHT

0 8 4 5 7 9 0 9 0 9 0

## S A N D I C L I N I C

Every Wednesday, 5.00pm – 7.00pm



Can't cope but can't tell anyone?

If you think you might hurt yourself, then contact

THE SAMARITANS  
ANYTIME, DAY OR NIGHT

0 8 4 5 7 9 0 9 0 9 0





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

01263 714500

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

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