



# PREP SCHOOL PARENT GUIDE

2023 - 24



**GRESHAM'S**  
ESTD 1555

This guide aims to provide you with an informative introduction to Gresham's Prep School. We hope it will be a useful reference point as questions arise in the coming months.

Please do not hesitate to contact a member of our School Office team at any time using these contact details:

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

**Telephone: 01263 714600**

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## W E L C O M E   F R O M T H E   H E A D

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A very warm welcome to Gresham's Prep School. I believe you could not have made a better decision than choosing to join our vibrant learning community where we strive to give our children exceptional educational opportunities and plenty of space to grow.

It is important to me that you and your child feel confident in the partnership between home and School, and therefore my door is always open. I look forward to getting to know you well as we nurture your child's unique talents, helping to build the resilience and positive mental attitude to deal with challenging situations and encouraging them to dare to be different.

Thank you for your trust and support. I wish you and your child a wonderful start to the Gresham's Prep School journey of adventure, learning and growth, as we prepare them for an exciting and fulfilling future.

A handwritten signature in black ink that reads "Cathy Braithwaite". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

**CATHY BRAITHWAITE**  
HEAD OF PREP SCHOOL

## **P R E P   S C H O O L   A I M S A N D   M I S S I O N   S T A T E M E N T**

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- To provide a happy, caring, inclusive and vibrant school environment;
- For our pupils to be enthused with a desire to learn and to have the confidence to enjoy the learning process;
- For our pupils to develop skills that will allow them to achieve their potential at school and in the work place in years to come;
- For our pupils to have confidence and self-respect, and for them to appreciate the importance of caring for themselves physically, spiritually and emotionally;
- For our pupils to be responsible, compassionate people who have a sense of duty to their peers, their community and to the wider world.

## THE GRESHAM'S CODE

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At Gresham's Prep School, the most important quality for us all is to be kind. We live out this key value by considering the following Gresham's Code – our own 'Three R's' – which were written collaboratively by pupils and staff:

- **Respect** – be kind and well-mannered towards everyone you meet; always include others and celebrate diversity.
- **Resilience** – turn failure and difficulty into opportunity; never give up.
- **Responsibility** – be honest and show compassion by making a positive impact within the community and by caring about the world around you. Take responsibility for your own progress by working hard, being curious, daring to try new things and giving of your best at all times.

## PASTORAL CARE AND SUPPORT

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The Deputy Head has overall responsibility for the pastoral life of the Prep School. He is supported by the House Parents, Tutors, Heads of Phase (Senior - Years 7 and 8, Middle - Years 5 and 6, and Junior - Years 3 and 4), Head of Pastoral Care and two full time professional mental health nurses.

Children are strongly encouraged to share worries and problems with adults. Advice on these matters can be found in the Pupil Diary.

### THE TUTOR SYSTEM

Every child has a Tutor who they meet at the start and end of each day. Tutors play a vital role in the day-to-day pastoral care of the children in their care and have responsibility for monitoring their academic progress. The Tutor records merit and demerit points and maintains regular home-school contact through the Pupil Diary and by speaking to parents as appropriate. The Tutor is the first point of contact for day parents if they wish to discuss any matter concerning their child. Parents of boarders normally contact the Tutor over academic matters and the House Parent over pastoral matters. Tutors will contact parents of their tutees early in the academic year and establish effective lines of communication.

### THE PASTORAL HOUSE SYSTEM: KENWYN, CROSSWAYS & DYSON HOUSE

Kenwyn House (boys) and Crossways House (girls) are the physical bases during the daytime for the children regardless of the status of each child as a boarder or day pupil. Dyson House is the boarding house for both boys and girls. Crossways and Kenwyn have common rooms, leisure areas and changing rooms for the

storage of sports kit. There are always members of staff on duty in the Houses at break times and a medical room is staffed all day for first aid cover. The Houses are run by a House Parent with the help of a team of staff; they see all the children in the House on a regular basis. The House Parents have a particular responsibility for boarders within Dyson House. They also have responsibility for the pastoral welfare of all the children in Crossways and Kenwyn; they will liaise with Tutors and other staff over pastoral matters. The House Parents will contact the parents of all new children in September before they start at the Prep School. There is a bi-weekly assembly for each House run by the House Parents to address current issues for children; these assemblies are in addition to whole School assemblies.

### THE COMPETITIVE HOUSE SYSTEM: BORROW, REITH AND WOODFORDE

There are also three competitive School Houses: Borrow, Reith and Woodforde. Children are placed in a House for competitions across all aspects of School life throughout their time in Years 3 to 8. Children are awarded House Points (merits) for showing positive effort, behaviour and good work; occasionally children may lose points for negative behaviour. There are House competitions for all of the sports, general knowledge, music and drama. All points build towards cups and prizes which are awarded in the Final Assembly of each term.

### SAFEGUARDING CHILDREN'S WELFARE

The Prep School takes it's responsibility to safeguard children's welfare extremely seriously. The School's Safeguarding policy can be found on the School



website. The Head of Pastoral Care, Mrs Jemma Fenn, is the Designated Safeguarding Lead (DSL) and her deputies in this role are Mr James Oakden, Mr Jamie Horsley and Mrs Katie Fields. Mrs Cathy Braithwaite has also completed Designated Safeguarding Lead training. Staff, parents and children should contact one of the Designated Safeguarding Leads if they have concerns about the welfare of a child. Their contact details are below:

**Jemma Fenn:**  
**jffenn@greshams.com**                      **07388 940 064**

**James Oakden**  
**joakden@greshams.com**                      **07824 994 891**

**Katie Fields:**  
**kfields@greshams.com**                      **07388 940 063**

**Jamie Horsley:**  
**jhorsley@greshams.com**                      **07388 940 065**

**Cathy Braithwaite:**  
**cbraithwaite@greshams.com**                      **07824 996 343**

The Norfolk CADS (Children's Advice and Duty Service) team may be contacted directly over safeguarding concerns on 0344 800 8020

## **ADDITIONAL PASTORAL SUPPORT**

The School has a team of mental health practitioners led by Mrs Kate Pollicott-Reid. We can also provide links to services outside the Prep School and have our own independent listener, Mrs Fiona Ward. The Head of Pastoral Care, Mrs Jemma Fenn, has responsibility for overseeing pupil welfare and academic support.

## **DEALING WITH BULLYING**

Unkind behaviour occurs in every type of human community. Being kind is the most important aspect of the Gresham's Code and we hope that there will be very little unkindness at Gresham's Prep School. However, if any behaviour which might constitute bullying does occur, we deal with it quickly and openly and in an appropriate manner. Bullying situations are often complicated and need very sensitive handling.

The School acknowledges that bullying can cause serious distress and psychological damage to victims. Members of Staff are reminded on a regular basis of the seriousness of bullying and of places and times that it is most likely to happen. Children are taught the importance of respect amongst all members of our community and of their duty to report any unkind behaviour they may witness, in order to assist with stopping such behaviour. The anti-bullying policy and anti-cyber bullying policy can be found on the school website.

Moral and spiritual issues are addressed in Assemblies, Chapel services, RPE (Religion, Philosophy and Ethics) lessons and PSHE (Personal, Social, Health and Economic education) lessons. PSHE and RSE (Relationship and Sex Education) lessons are taught within the curriculum to all year groups. Children are encouraged to be broad-minded and accepting and to think about issues which affect their lives within the school community as well as those which affect people in the wider world. We hope that all our pupils will learn to be compassionate people with a well-balanced approach to life and that they will develop a strong sense of social justice and duty.

## ACADEMIC LIFE

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The Head of Teaching & Learning, Mr Lloyd Stephenson, is responsible for the academic life of the Prep School. He is supported by the Subject Heads of Departments, Tutors, the SENCo, the Senior Leadership Team and classroom teachers.

We believe that inspirational teaching and engaging learning spaces are at the heart of the learning experience. Our children are provided with high-quality resources and a well-organised, maintained and safe learning environment, whether their lessons take place in a classroom or in our extensive grounds. Children may work individually, in pairs, or in groups to develop their ideas, learning habits, social skills and independence.

### CLASS GROUPS

In Years 3 and 4, children are taught in mixed ability class groups for the majority of subjects, but move to ability sets for Maths and English. From Year 5 upwards, our teaching groups are based on the most appropriate dynamic for a particular cohort in each curriculum area. For example, in one year group there might be three ability sets for Maths, three parallel mixed-ability classes for humanities subjects, a faster moving set with two parallel groups for English and two parallel upper sets with a support set for Science. In another year group mixed ability teaching may be more appropriate for a wide range of subjects. The average class size is 14 pupils, with a maximum of 18 pupils and a minimum of 9 pupils.

### HOW LESSONS ARE ORGANISED

The School day is divided into 45-minute periods. Between most lessons there is a five-minute break so that pupils can organise themselves for the next task. Sometimes, lessons are put together to create a block of time in order to make better use of the sports hall, art room, D&T (Design and Technology) workshop or the laboratories.

### CURRICULUM

A Gresham's education is broad and balanced; we have the flexibility to extend the programmes of study beyond the parameters of the National Curriculum and the syllabus published for Common Entrance. In addition to traditional core classroom subjects, we offer a wide range of creative opportunities in the D&T workshop, the art room, the music block, the ICT (Information Communications Technology) suite, and in our outdoor woodland learning area (OWLS). Curriculum time is dedicated to classes which nurture dance and drama skills and our pupils enjoy the many opportunities to play sport in our excellent facilities.

Academic rigour is high on our agenda, however creative, musical and sporting talents are equally valued. We work hard to ensure that we provide challenge to all pupils, offering both academic and co-curricular enrichment activities, and specialist learning support programmes. Engineering / STEAM has been added to our timetabled provision in Key Stage 3, and there are many engineering opportunities for pupils in Key Stage 2.



Our curriculum matrix outlines the programmes of study across the Prep School, giving an insight into the topics taught to each year group. A progressive languages programme offers pupils the chance to learn a number of languages in Years 3 to 6: Italian, German, Spanish, and French. Language options in Years 7 and 8 extend, enabling pupils to study two languages. For some this may include exploring an interest in Latin or Ancient Greek, and for our international pupils it gives the opportunity for extra EAL (English as an Additional Language) support if required.

## **ASSESSMENT**

Pupils are assessed informally in lessons as an integral part of their learning, and are encouraged to become reflective learners, able to evaluate their own achievements and those of their peers. Teachers make a record of at least one assessed piece of work for each

subject every term, which is used to build up an academic profile and can be used to track progress throughout the School.

Testing to gather data which gives nationally-standardised scores for pupils at the Prep School is completed in Maths and English each term. In addition to this, online testing programmes written by CEM (Centre for Evaluation and Monitoring) enable us to track pupil progress from Reception to Upper Sixth. Children are introduced to more formal examinations in the Summer Term in Year 7 and Year 8. We are able to provide additional opportunities for pupils to complete mock examinations for scholarship and support any entrance requirements to the senior school of their choice.



## **ACADEMIC FEEDBACK AND MARKING**

Feedback is given through our Academic Feedback Policy. The policy is based around the two following questions for pupils to be able to answer:

- What am I doing well in this subject?
- What do I need to do to improve my learning and work in this subject?

Academic feedback includes written marking and verbal feedback. All written marking uses a small number of codes to help pupils understand what they have done well, what could be corrected, what their target is, and what their next steps in the curriculum are; or asks them to respond to a question. Responding to written feedback is central to our Policy to support pupils in taking ownership of their learning. Verbal feedback is exercised often in lessons and out of lessons. This could be in the form of live marking in lesson time, whole class/year feedback or one-to-one coaching conversations.

Other forms of feedback are actively encouraged, for example self-assessment and peer marking. At the heart of the Academic Feedback Policy is the desire to celebrate, encourage and empower pupils to make progress in each lesson, every day.

## **COMMUNICATING PUPIL PROGRESS**

Parent consultation evenings are held for each year group twice in the academic year. These continue to take place via videocall for all year groups, with the exception of Year 3 which is face-to-face. Furthermore, throughout the year there are numerous informal opportunities to communicate with teachers regarding your child's academic progress. The School has an 'open door' policy and parents are not limited to the set evenings. Open classroom events are held for parents of pupils in Years 3 to 6.

## **PREPARATION FOR FUTURE SCHOOLS**

A very important part of our role is to prepare every child for the senior school of their first choice. Whilst the majority of Gresham's Prep pupils continue on to Gresham's Senior School, we also have great success in preparing our pupils for 13+ entry and scholarships to a variety of schools across the country. Recently, children have moved on to Oundle, Rugby, Repton, Eton, Whitgift, Uppingham, The Leys, King's Ely, St Edward's Oxford and Bradfield. There are very strong links with our Senior School, and relevant academic and assessment information is shared on a regular basis. If it is deemed that a pupil may not be academically suitable for the Senior School, this matter will be discussed with parents at an early stage. Children are prepared for entry to other senior schools on a regular basis. Parents should speak to the Head or to the Head of Teaching and Learning for advice on transfer at 11+ and 13+.

# SCHOOL REPORTS AND GRADING

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## MICHAELMAS, LENT AND SUMMER TERMS

Each pupil will receive either an 'attainment grade card' (two per year) or a 'full school report' (one per year) at the end of each term. The term in which you will receive either of these will depend on your child's school year:

- Attainment grade card – distributed at the end of two full terms, this includes attainment and effort grades in addition to a short comment from each of your child's subject teachers.
- Full school report – parents receive a full school at the end of full term in the academic year, which includes both attainment and effort grades and a full report from each of your child's subject teachers.

## HALF TERM

- At the end of each half of a term each pupil will receive an 'effort grade card' (three per year).
- Effort grade card - each subject teacher will award an effort grade and your child's tutor will make a short, pastoral comment.

## ATTAINMENT GRADES

Attainment grades are given on full school reports or attainment grade cards (three per year). These are informed by the teachers' and Heads of Departments' judgement in lessons and assessment results. All pupils receive attainment grades for all of their subjects from Years 3 to 8. Moderation occurs across departments when grading and the grades given are age-related, linking to the expected standards of the subject department.

### Grade: Guidance:

<b>G*</b>	<b>Outstanding Attainment</b> Pupil displays outstanding ability in the subject and is working consistently well above their age-related expectations.
<b>G+</b>	<b>Exceeding Gresham's Expected Attainment Level</b> Pupil is comfortably exceeding our age-related expected standard in the subject.
<b>GS</b>	<b>Working at Gresham's Expected Attainment Level</b> Pupil is working at our age-related expected standard in the subject.
<b>WG</b>	<b>Working Towards Gresham's Expected Attainment Level</b> Pupil is working towards our age-related expected standard in the subject.



## **EFFORT GRADES**

Effort grades are given to each pupil at the end of each half term (six times per academic year). Pupils are given the opportunity to grade their own effort for the half term alongside the teacher – this provides opportunity for supportive discussion and the setting of future targets verbally. The four main principles of effort grading are:

- Behaviour and cooperation
- Focus and enthusiasm
- Completion of tasks
- Punctuality, organisation and equipment

Please find the grades and guidance below:

### **Outstanding Effort**

- A beacon of good behaviour and cooperation, acting as a role model to others
- Exemplary academic focus, enthusiasm and attention
- Always completes tasks to the best of his/her ability, in and outside the classroom
- Always comes to class the right equipment and is always punctual, taking the initiative to be helpful.

### **Very Good**

- Is consistently well behaved and cooperative in lessons
- Is focused, enthusiastic and attentive



- Consistently completes tasks to the best of his/her ability
- Consistently comes to the lessons with the right equipment and is punctual

### **Good**

- Is generally well behaved and cooperatives generally focused, enthusiastic and attentive
- Generally completes most tasks to the best of his/her ability
- Generally comes to the lessons with the right equipment, usually arrives on time

### **Below Expected Level of Effort**

- Is not always well behaved and may be uncooperative
- Is sometimes unfocused, unenthusiastic or inattentive
- Does not complete tasks to the best of his/her ability
- Generally comes to the lessons without the right equipment, is often late

## **LEARNING SUPPORT**

The Learning Support Department, under the leadership of the Head of Pastoral Care and SENCo, Mrs Jemma Fenn, is able to assist children who need extra support with their learning. The Learning Support team works extremely closely with classroom teachers to ensure the best outcome for pupils. All children are screened on entry to the Prep School and teachers contact the

Learning Support Department if they have concerns about a pupil. Our Learning Support teachers are qualified to make initial assessments for specific learning difficulties and can provide links to specialists outside the School. Our focus is to provide children with support, developing strategies and the resilience to manage their specific learning difficulty in all areas of school life. Support may be given in the classroom or in individual lessons (for which an additional charge will be made).

## **P R E P**

Pupils in Year 5 and above will be given prep (independent work or homework) tasks to complete. All prep sessions are timetabled within the school day and work is only occasionally set to do at home. The Prep School day is long and we believe that when pupils finish lessons they should be able to concentrate on recreation and relaxation. Prep requirements increase as pupils progress through the School in order to prepare them for expectations at their chosen senior school.

## **T H E L I B R A R Y**

Children are welcome to use the Library throughout the school day and a self-service system allows them to take out books when they please. In library lessons, pupils work with our Librarian to explore and discover a love of books, and they are given plenty of advice and guidance on how to use the Library independently. All pupils are expected to have a reading book and their reading record with them at all times. There are additional reading periods timetabled during the week to encourage a regular reading habit.

## STATIONERY AND CALCULATORS

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Stationery and calculators are available throughout the year in the School Shop. Below is a basic stationery list as a guideline, plus two additional items of equipment required from Year 7 onwards. Pupils may bring their items in any kind of pencil case they wish. The School will indicate where other stationery may be needed for certain subjects. You may already have these items, or you can source them in the School Shop or High Street stationery stores.

Year 3 to 8	Quantities required	
	Day	Boarding
Oxford pocket dictionary/thesaurus combined (Years 5 to 8 only)	1	1
Calculator (see details below for Year 7)	1	1
Pencil case	1	2
Berol Handwriting or Banana pen (Year 4) – blue ink, no fountain or erasable pens	2	2
Fountain pen, roller ball or Banana pen (Years 5 to 8) with spare blue ink cartridges	1	1
30cm ruler	1	1
Glue stick	1	1
Geometry set, including compass, protractor, ruler (Years 5 to 8)	1	1
Set of coloured pencils	1	1
Highlighters	2	2
Pencils (HB)	2	2
Pencil sharpener	1	1
Small pair of scissors	1	1
Rubber/eraser	1	1
<b>From Year 7:</b>		
Casio FX 83 or 85 GTX calculator	1	1
Laptop – see further the ‘Pupil Devices’ section.	1	1

# **R E W A R D S A N D S A N C T I O N S**

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We encourage pupils to be their best selves and to behave well. Poor behaviour is unusual and, whilst it is important to have a clear sanctions policy, it is very rare for pupils to receive more than one demerit or an extra period. Our children receive plenty of praise and merits, with many of them earning our coveted Grasshopper Stamps each term.

## **M E R I T S**

Merits are given for good work and good behaviour. Certificates are awarded at the end of each term for success and effort in curriculum subjects and sport.

## **G R A S S H O P P E R S T A M P S**

Members of staff are encouraged to send children to see the Head to receive a Grasshopper Stamp for excellent work. Parents receive an email when a Grasshopper Stamp is awarded.

## **D E M E R I T S**

Most minor disciplinary issues are dealt with on the spot in an appropriate manner by the member of staff involved, either with an appropriate show of disapproval or, if necessary, with a demerit. The demerit is entered into the pupil's diary. The pupil must get the demerit signed by the Deputy Head, tutor, Head of Phase, and their parents within three days of receiving it. Failure to do so warrants a further demerit. Demerit points may be given for poor behaviour or poor effort. If a child obtains three demerits in a short period of time, he or she will be put in Extra Period by the Deputy Head.

## **E X T R A P E R I O D ( E P )**

For more serious breaches of discipline or inadequate effort in academic work, a pupil may be put straight into Extra Period and appropriate work will be set by the teacher or Deputy Head. Extra Period is supervised by a member of the Senior Leadership Team. Parents will be contacted for any Extra Period, and should acknowledge an Extra Period by signing their child's diary in the relevant place.

## **B E H A V I O U R / W O R K R E P O R T**

If a child is struggling to concentrate in lessons, falling below expected levels of performance in class or consistently displaying negative behaviour around the School, s/he may be put on Behaviour or Work Report by the Deputy Head. This should be seen as a way to monitor behaviour and performance through positive support. The child should present their form at the beginning of each lesson and the teacher will record a comment about the child's behaviour and/or work at the end of the lesson. A Behaviour Report must also be signed by the member of staff on duty during breaks, at lunch and in the changing room before and after Games. Report cards must be shown to the Tutor or Deputy Head at the beginning and end of each day in conjunction with communication with parents. The Head is kept informed of all serious issues.

## **E X C L U S I O N**

The Head may exclude any child from the Prep School temporarily or permanently for a serious breach of the code of conduct.



## THE JUNIOR DEPARTMENT – YEARS 3 AND 4

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Pupils in Years 3 and 4 combine to make up the Junior Department. Mrs Kate Gill is the Head of Juniors and has responsibility for the day-to-day running of Years 3 and 4. She communicates regularly with parents about arrangements and you will hear from her before the beginning of each term. Mrs Gill works closely with Mr Nick Matthews (Head of Years 5 and 6) to ensure a smooth transition to Year 5, where a greater level of independence is expected of our pupils as they progress through the School.

### CLASS GROUPS

In Years 3 and 4, children are taught in mixed ability class groups, except for Maths and English, where they are taught in ability sets. The average class size is 14 pupils.

### PICK UP FROM SCHOOL

Year 3 and 4 pupils are picked up at the front gate. On Monday and Tuesday, the children are collected at 5pm. On a Wednesday, the school day finishes at 3.30pm. On Thursday and Friday, formal learning finishes for Year 3 and Year 4 pupils at 4pm, earlier than for the rest of the School. There are After School Activities for children who wish to stay at school on a

Thursday and Friday until 5pm. If children have older siblings, they are supervised until their collection.

Those pupils who wish to stay on for the main activities programme from 5.25pm until 6.25pm have a snack at 5.15pm and then proceed to activities.

### RESIDENTIAL TRIPS

There is a residential trip planned for each year group in the Prep School; these develop as the children move up through the School. The pupils in Year 3 and Year 4 stay locally overnight at an outdoor activity centre.

### SATURDAYS

There is no Saturday school for pupils in Years 3 and 4 except on special occasions such as Sports Day. From time to time, pupils are required to be at Chapel for special services such as Christmas and Leavers' Service; this is likely to be two or three times during the School year. Pupils in Years 3 and 4 are very welcome to attend Chapel on any other occasion with parents and siblings if they wish to. For full boarders, a bespoke Saturday programme of attendance may be arranged in agreement with the Head.

## THE MIDDLE DEPARTMENT – YEARS 5 AND 6

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Pupils in Years 5 and 6 are at the heart of our School and at an important stage of their education, transitioning away from class-based teaching and learning how to be increasingly independent and responsible.

### TUTOR GROUPS

From Year 5, pupils will be in Tutor Groups, rather than with a Class Teacher. The Tutor is responsible for overseeing the general welfare of the pupil, liaising with parents, registering and running afternoon prep sessions. The Tutor is the 'go to' member of staff to help with any problems, big or small. Generally speaking, the Tutor will remain the same for time in Year 6 as well, before a change moving into the Senior Department. Pupils will be taught by subject specialist teachers in a combination of set and mixed ability groupings.

### PICK UP FROM SCHOOL

The School Day finishes at 5.15pm for day pupils, other than at 3.30pm on a Wednesday and Saturday. However, on a Monday, Tuesday and Thursday there is the option to attend after-school clubs and activities, which finish at 6.25pm. If your child is selected to represent the Prep School for a sporting fixture, the finish time on Wednesday and Saturday may also be subject to change.

### RESIDENTIAL TRIPS

Currently, all pupils attend a residential trip. Year 5 pupils visit Ringsfield Hall to spend three days on environmental activity sessions, including bat watching, moth and butterfly studies along with more active activities. Year 6 pupils have three days on our Sussex trip, during which they visit the working museum at Amberly Chalk Pits, Historic Portsmouth Dockyard and Duxford Air Museum. Both these trips are a great opportunity for our pupils to have fun, learn about a wide-range of studies and build up resilience spending time away from home.

### SATURDAYS

Year 5 is also when our pupils start to have regular Saturday School. Saturdays begin in the Senior School Chapel at 8.30am, which parents and siblings are welcome to attend. After Chapel, pupils attend two academic enrichment lessons, which are designed to extend pupils experience of skills such as effective revision, sitting VR (verbal reasoning) and NVR (non-verbal reasoning) tests or being given additional support in subjects including English and Mathematics. Pupils are then given a choice of activities such as: Sea Fishing or Mountain Biking. Pupils also spend one term participating in our Gresham's Challenge scheme, which is also designed to promote a wide breadth of experience in value-added activities such as: map-reading, first aid, teamwork and leadership. Saturdays finish with sport, often competitive matches, ending a very busy week!

# THE SENIOR DEPARTMENT – YEARS 7 AND 8

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## TUTOR GROUPS

Pupils in Years 7 and 8 combine to make up the Senior Department. Pupils will normally retain the same Tutor in Year 8 with whom they were placed for Year 7 and so be able to build up a solid working understanding with that member of staff for their last two years at the Prep School. The Tutor is responsible for the day-to-day life of the day pupils at school, with much of that role being shared with the Houseparents for the boarders. They are usually the first point of contact for parents.

## PICK UP FROM SCHOOL

As for Years 5 and 6, the School Day finishes at 5.15pm for day pupils, other than at 3.30pm on a Wednesday and Saturday. However, on a Monday, Tuesday and Thursday there is the option to attend after-school clubs and activities, which finish at 6.25pm. If your child is selected to represent the Prep School for a sporting fixture, the finish time on Wednesday and Saturday may also be subject to change

## RESIDENTIAL TRIPS

Pupils in Year 7 are invited to join a week's residential trip to the Peak District; in Year 8 there is an outdoor activity trip to the Ardeche in France following their exam week in June.

## SATURDAYS

As for Years 5 and 6, Saturdays begin in the Senior School Chapel at 8.30am, which parents and siblings are welcome to attend. After Chapel, pupils attend two academic enrichment lessons, which are designed to extend pupils' experience of skills such as effective revision, sitting VR (verbal reasoning) and NVR (non-verbal reasoning) tests or being given additional support in subjects including English and Mathematics. Pupils are then given a choice of activities, for example : Sea Fishing or Mountain Biking. Saturdays finish with sport, often competitive matches.

## POSITIONS OF RESPONSIBILITY

In Year 8, pupils have the opportunity to apply for various roles available to those in the top year at School. These range from being a School Prefect to being an Art or Drama Monitor, a Pre-Prep Assistant or a Reading or Tutor Group Mentor. It is our intention that every member of Year 8 who wishes to hold a position of responsibility has the opportunity to do so.



## EXAMS

Summer exams feature for all Seniors and, whilst not being the only assessment used to gauge progress, they are an important marker to a pupil's progress over the course of the year. Help and direction is given in PSHE lessons and tutor group sessions on some of the more successful ways to revise for exams.

## TRANSITION TO SENIOR SCHOOL

Most of our Year 8 pupils will move on to Gresham's Senior School when they leave the Prep School. However, we support all our pupils in joining their senior school of choice, and much work is done in that time to ease the process of transition from a smaller prep school to a larger senior school environment. Those transitioning to our Senior School are encouraged to attend events to meet the Senior School Houseparents, and House placements are decided by the Senior

School's Deputy Head (Pastoral), following meetings with the Prep School Head. Once the final lists have been published and children and parents informed, there are normally several events in the final three weeks of term where the Year 8 pupils can meet their new House Parent ahead of joining the Senior School in September. For those joining other senior schools, support is offered in preparing them in any way that is required, including those taking entry scholarships.

The Head of Seniors and other members of the Prep School staff remain on hand to offer help and reassurance for those who take a little longer to adapt to Senior School life. The close relationship enjoyed with the Gresham's Senior School allows former pupils to return periodically to the Prep School to help and inform Prep School pupils in a myriad of different ways, from Safer Internet groups to individual talks about life as a Senior School boarder or how Learning Support works.



# THE SCHOOL DAY

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Day children should arrive at school by 8.15am, ready for registration at 8.20am. On Saturdays, day children in Years 5 to 8 should be taken straight to the Chapel on the Senior School site by 8.25am. Please do not bring your child before 8.00am without prior arrangement with their House Parent or a music teacher; our children are not allowed to be unattended on the Prep School site.

## PICK UP TIMES

### Monday:

5.00-5.15pm – Years 3 and 4  
5.15pm - Years 5 to 8  
6.25pm for those doing After School Activities

### Tuesday:

5.00-5.15pm – Years 3 and 4  
5.15pm - Years 5 to 8  
6.25pm for those doing After School Activities

### Wednesday:

Pick up times will vary if children are involved in fixtures. If your child is NOT involved in a fixture then collection is at 3.30pm.

### Thursday:

4.15pm Years 3 and 4  
5.15pm Years 5 to 8  
5.00-5.15pm for Years 3 and 4 in Junior After School Club  
6.25pm for those doing After School Activities

### Friday:

4.15pm Years 3 and 4  
5.15pm Years 5 to 8  
5.00-5.15pm for Years 3 and 4 in Junior After School Club

### Saturday:

Pick up times will vary if children are involved in fixtures. If your child is NOT involved in a fixture then collection is at 3.30pm.

If you are delayed or cannot pick up your child at the designated time please contact the School Office before 5.15pm or the relevant Matron from 5.15pm onwards. Please make sure you speak to a member of staff (please do not rely on leaving a message), to ensure the continual supervision of our children. We will take good care of your child until you are able to be here. We understand that arrangements for a 4.15pm pick up may be necessary for pupils with siblings at the Pre-Prep.

***Boarders who have been away for the weekend should return to school by 7.00pm on Sunday evening (unless previously discussed with House Parents) or 8.00am on Monday morning.***

## CHAPEL

All children from Year 5 upwards attend the Saturday Chapel Service at 8.30am; full school uniform should be worn. Parents are most welcome to join the Service with Reverend Jack Branford and have refreshments in the Brearley Room afterwards. If a pupil is late or misses Chapel for any reason, parents should stay with their child until the rest of the pupils return to School after Chapel, and ensure their child signs in at the School Office.

## SATURDAYS (FOR CHILDREN IN YEARS 5 TO 8)

Saturday School for pupils in Years 5 to 8 follows a richly varied academic, sporting and extra-curricular enrichment programme. After Chapel, pupils should be brought back to the Prep School by their parents in time for registration at 9.25am (boarders and day children whose parents have not attended the Service will be accompanied by our staff). It is possible to arrange for pupils to be at home rather than attend School on Saturdays; this is by individual agreement with the Head and no fee remission is offered.

## EXAMPLE DAILY TIMETABLE

'Two-week' timetable - Week A and Week B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8.15-8.30am	Tutor Registration	Tutor Registration	Tutor Registration	Tutor Registration	Tutor Registration	
8.30-8.45	Celebration School Assembly	House Assembly	Junior/Ken/Cross (Y6-8) (A) Senior/Ken/Cross (Y3-5) (B) Assembly	Current Affairs (A) Tutorials (B)	Whole School Congo / Messages Assembly / Choir	8.30-9.15 Chapel Service
P1 8.50-9.35						9.25-10.10 Academic Activity 1
P2 9.40-10.25						10.15-10.50 Academic Activity 2
10.25-10.50	MORNING BREAK					
P3 10.50-11.35						11.25-12.35 Yr 5 & 6
P4 11.40-12.25	Yr 3-6 Games 11.40-12.50		Yr 3 & 4 Games 11.40-12.50		Yr 7 & 8 Games 11.40-12.50	11.25-13.00 Yr 7 & 8
P5 12.25-13.15	LUNCH Yr 7 & 8 12.25	LUNCH Yr 3-6	LUNCH Yr 7 & 8	LUNCH Yr 3-6	LUNCH Yr 3-6 12.25	
	LUNCH Yr 3-6 13.00				LUNCH Yr 7 & 8 13.00	13.45-15.00 Yr 5 & 6 Enrichment
P6 13.15-14.00		LUNCH Yr 7 & 8	LUNCH Yr 7 & 8	Yr 7 & 8 Games		14.00-15.30 Yr 7 & 8 Enrichment
P7 14.00-14.45	Yr 7 & 8 Games 13.30-14.45		Yr 5-8 Games 14.00-15.30		Yr 3-6 Games 13.30-14.45	
14.45-15.00	AFTERNOON BREAK					
P8 15.00-15.45			15.45pm Pick-up for all			
P9 15.50-16.35						
P10 16.40-17.15	Yr 5-8 Prep	Yr 5-8 Prep		Yr 5-8 Prep	Yr 5-8 i2i Inspire to Inquire	
Snack 17.15						
Activities 17.25-18.25						

# EXTRA CURRICULAR PROGRAMME

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## SPORT

In Years 3 and 4 the children have three games sessions a week, and one double PE lesson a fortnight. In Years 5 and 6 the games sessions increase to four a week, and in Years 7 and 8 the PE lessons increase to one double lesson a week in addition to their four games sessions. For Years 5 to 8 one games session a week is a 'free choice' session, where the children can either choose their current term's sport or diversify with options including football, dance, swimming or tennis.

All pupils receive coaching appropriate to their age and ability. Children swim as part of the PE programme and we offer extra-curricular swimming for those who wish to swim more regularly.

The aim is that all children improve their skills and enjoy a variety of sports. We run a large number of teams at different levels, based on age groups and ability. Teams are selected on merit; however, we give as many children as possible the opportunity to play in school teams. Details of fixtures and team-sheets are available on our sports website <https://sports.greshams.com> and team sheets are also displayed on the notice board outside the Library. The School Office team can offer help if parents have any queries regarding directions to matches or fixture arrangements.

Parents are very welcome to support Gresham's Prep teams, both at home and away matches. Tea is served for parents after the matches and players are expected to host the opposition. If your child is going to travel back from an away fixture with another parent, please inform the teacher in charge of the team, in writing and in advance. Departure times are published in the calendar and updated information, including return times, is on the sports website.

### Mouthguards for Sport

It is the Prep School's policy to follow the best practice recommendations issued by the national bodies for Rugby and Hockey concerning the use of mouth guards. Dentists visit the School in June and September for fittings.

The main team sports are:

**Michaelmas Term:** Rugby (Boys), Hockey (Girls)

**Lent Term:** Hockey (Boys), Netball (Girls)

**Summer Term:** Cricket (Boys), Cricket & Tennis (Girls), Athletics (All)

Pupils may also participate in swimming, cross country running and tennis fixtures. A wide range of sports is available as part of our activities and PE programmes, including strength and conditioning, basketball, badminton, shooting, dance and football. Alternative sports programmes are available if appropriate for the individual needs of a child.



## Parent Guide for Sport

These guidelines have been written to help parents encourage their child's involvement in sport:

- Children develop differently, at different rates and react differently to the same pressures.
- Children and young people are involved in organised sport for their enjoyment - not yours.
- Encourage your child to always play by the rules.
- Teach your child that effort and teamwork are as important as victory, so that the result of each game is accepted without undue disappointment.
- Turn defeat into victory by helping your child work towards skill improvement and a positive sporting attitude. Never ridicule or shout at your child for making a mistake or losing a competition.
- Children learn best by example. Applaud good play by members of either team.
- Don't question publicly the officials' judgment and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Recognise the value and importance of coaches. They give their time and resources to provide guidance for your child.
- Set an example by being friendly to the parents of the opposition.
- Emphasise enjoyment and fun. Praise and reinforce effort and improvement.
- Teams are selected with the children's best interests at heart. Please trust our coaches to get this right.

## MUSIC

Music is essential to School life and all children are encouraged to participate in a wide range of activities both in and out of the classroom. Musical events involving the whole School include the annual House Music Competition, Carol Service, weekly Chapel services and the end of year Music and Drama performance. There is ample opportunity for pupils to experience all types of instrumental music, singing and composition. With flourishing choirs, instrumental ensembles and bands, there are frequent opportunities to perform, both informally and in more formal settings. Children are strongly encouraged to join one or more of these ensembles as soon as they can, whatever their level, and singing is considered a key activity to be enjoyed by all.

Music theory tuition is available free of charge and pupils have the option to take both practical and written music exams using either ABRSM or Trinity London exam boards. We offer individual lessons in most instruments and have a team of experienced specialist instrumental and singing teachers. There is the option to have 'taster lessons' before committing to formal tuition. Lessons mainly take place during the School day on a rotating basis. Termination of music lessons must be requested by parents giving a full half term's notice in writing to the Head of Music. We have a wide range of School instruments available for hire for a nominal charge. Personal musical instruments are not insured by the Prep School so we recommend that these should be included in parents' own policies.

## DRAMA AND DANCE

Every pupil has regular Drama lessons and Dance lessons as part of their timetable. We value giving children the opportunity to express themselves in a creative form as well as instilling in them confidence, self-belief and teamwork. Our emphasis is always on process, encouraging pupils to have the courage to explore, experiment and edit pieces working both independently and collaboratively. Lessons use a variety of stimuli and cover a range of themes, often complementing studies in English lessons and the PSHE and PE curriculum.

There are numerous opportunities for performance too, including: specific year group productions (often performed in the wonderful Auden Theatre); smaller scale 'Entertainment Evenings'; Chapel performances; poetry recitals and monologue evenings for potential scholarship candidates.

More recently, plays for Years 7 and 8 pupils which have included 'Bugsy Malone', 'King Lear' and 'The Pantomime'; Year 5 and 6 pupils have performed 'Joeseeph and his Technicoloured Dreamcoat' and 'Mystery at Magpie Manor'; and Years 3 and 4 productions have included 'Who's the Fairest of them All' and 'The Little Match Girl' at Christmas'.

In addition to this, there are often opportunities to work with visiting directors, theatre and dance companies, as well as regular theatre trips. We offer every pupil the opportunity to be part of a live performance at least once in each academic year.

## AFTER SCHOOL ACTIVITIES

There are a wide range of After School Activities on offer each week, which change from term to term. Parents and children will be sent information about what is on offer and encouraged to sign their child up for an appropriate number of extra curricular activities depending on age, stamina and energy levels. Prep School days are quite long for little ones without signing up for too many additional hobbies, however many of our senior pupils have the appetite for more fun every evening! Boarders participate in activities each evening; they are optional for day pupils, although we encourage them to take part as they move up the School. Day pupils who stay for activities have a snack first and are likely to be ready for a light supper when they come home!

Examples of our range of activities:

Arts & Crafts	Lego	Beach Combing	
Library	Board Games	Mindfulness	
Boarders' clubs	Yoga	Model making	
Card Games	Music	Chess	Netball
Cooking	Outdoor Fun Games	Cricket	Dance
Play Rehearsals	Debating	Rugby	
Design & Technology	School Magazine		
Scholarship Preparation	Drama	Football	
Sewing	Gymnastics	Shooting	Hockey
Squash Coaching	Swimming Squad Training		
Computing	Jewellery making	Table Tennis	
Kayaking	TaeKwonDo	Kapla construction	
Tennis coaching	Wildlife Explorers		
Roller skating	STEAM	Rock band	Nerf Wars
Make-up	Athletics		

## SATURDAY ENRICHMENT

Saturday morning activities for pupils in Years 5 to 8 include a wealth of 'Things to Make You Brainy'.

These have included lessons in the History of Science, practising Non-Verbal and Verbal Reasoning Skills, learning to communicate with semaphore, charting the financial markets, investigating geology and exploring interview and debating techniques. In the Summer Term, pupils are taught strategies on how to revise effectively and are given teacher support in preparing for summer examinations.

In the afternoons, our talented teachers and coaching staff offer a wide range of activities. Recent lists have included: sea fishing, robotics, gardening, yoga, art on location, dance, high-ropes, zip-wire, climbing, mountain biking, woodland fun, power walking,

rambling, aquascaping, photography, athletics, cookery, mindfulness, chess and backgammon, dance, drama, golf, Tintin club, tennis coaching and taekwondo.

We also run our own 'Gresham's Challenge' scheme; pupils in Years 5 and 6 have one term of this scheme in which we teach skills including: first aid, map reading, bushcraft, climbing, shelter building, navigation and leadership exercises.



# ICT AND ONLINE SAFETY

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All children have a Computing lesson each week in which they learn a variety of IT skills. Various IT facilities are available around the Prep School and children will be encouraged to use these in all areas of the curriculum.

Online Safety is taught ensuring that all pupils are able to develop skills to keep them safe when online. Opportunities for learning about internet safety are covered within PSHE and Computing lessons and are reinforced whenever technology is used, encouraging the pupils to behave safely and participate responsibly. Topics covered include: self-image and identity, online relationships, reputation and bullying as well as privacy, security and reporting concerns.

The School recognises the crucial role parents and carers have in ensuring children and young people are safe, responsible and can flourish online. Learning how to act safely when using the internet is an incredibly important part of safeguarding our pupils.

Gresham's is demonstrating commitment to protecting our pupils online by working with National Online Safety and providing resources for all parents and guardians. The resources include courses for parents and guardians, online video resources, and weekly guides covering a huge range of topics.

To create your account, please follow <https://nationalonlinesafety.com/enrol/gresham-s-school> and complete your details. When you have set up an account, you will be able to set 'Parent/Carer' as your user type. You can access National Online Safety online via any device - including the smartphone app. To download the app, please go to:

<https://apps.apple.com/gb/app/national-online-safety/id1530342372>

<https://play.google.com/store/apps/details?id=uk.co.nationaleducationgroup.nos>

Answers to frequently asked questions can be accessed at <https://help.nationalcollege.com/en>

To support parents and carers to understand online risks further, the Prep School also provides:

- Regular, up-to-date information, particularly in response to emerging trends.
- Face-to-face sessions in School.
- Support and advice on online safety for their children outside of School.
- Signposting to further resources and websites.
- Parental representation on the Online Safety Committee.

## PUPIL DEVICES

Through the new Digital Device Scheme, pupils will receive a device at the start of Year 7 (and Year 8 from 2024). The school has a dedicated IT room, where desktops are available for pupils from Years 3 to 8 to use. This is further supported by a bank of laptops for pupil use in other classrooms. Pupils are therefore not



expected to bring in their own devices in any year group, unless it has been discussed with the School and agreed that typing would be their 'normal way of working' as a result of appropriate assessments for SEND. In this situation, this will have been agreed with the SENCo, Mrs Jemma Fenn.

**Other than this, please note children should only have mobile devices at School in the following circumstances:**

- If they are boarders, in which case the device should be handed to the House Parent on arriving at school. Boarders are allowed their mobile devices at appropriate times after the formal school day is over.
- If they are travelling to or from school by bus or taxi, in which case the phone must be handed in on arrival to the School Office. The phone should be collected just before departure at the end of the School day.
- If they are at an away match, tour or school trip a long distance away, at the Head's discretion. In this case, the phone must be handed into the School Office. The phone can be collected just before departure to the fixture.

**THE 'BRING YOUR OWN DEVICE' WIFI NETWORK**

In order for students to be in a position to join the school's BYOD (Bring Your Own Device) WiFi network, parents and guardians must read the AUG (Acceptable Use Agreement), before completing the BYOD Consent Form. The BYOD network allows pupils to access the internet from laptops, smartphones and tablet devices; this access is monitored, filtered and

logged. By completing the BYOD Consent Form, the parents and guardians agree to the AUG terms and conditions. Once completed, the pupils' devices will be allowed onto the 'BYOD' network with the SSID (wireless name) "BYOD".

**S O C I A L M E D I A**

Social media is an integral part of modern life and it is vital that children learn to use it safely and sensibly. At the Prep School, we think that childhood is precious. As such, we feel it is right to allow children the freedom to enjoy life without the pressures that social media and other online activity can bring for as long as possible. Most adult social media sites give a minimum age for membership; we feel that it is unwise for children to have accounts until they reach the minimum age required. This is because:

- Many young children are not emotionally resilient enough to deal with online social interaction, for example online 'rating' of each other. This can lead to upset and loss of self-esteem. Social vulnerabilities and difficulties can be magnified considerably on social media and we feel that young children need to be protected from these problems.
- Some children find it difficult to understand the consequences of their online actions which can lead to considerable upset and danger.
- Membership of adult social media sites means that children are exposed to information and images of an adult nature, which can be damaging to them.

## BOARDING AT GRESHAM'S

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Boarding is integral to the life of the Prep School and we are extremely proud of our boarding facilities and the level of care that we are able to give the children who board with us. Whether boarding full time or flexible, boarding encourages children to become independent and organised within a kind and supportive environment. It is also a lot of fun!

Family values are at the heart of our boarding ethos at Gresham's Prep. Whether a first-time boarder, a flexi-boarder or an experienced Year 8, everyone is welcomed and understands that they are part of an extended family. We aim to provide a safe and healthy boarding environment where each pupil is able and encouraged to discover and reach their full potential.

The boarding house is a community, where every pupil can develop confidence and self-awareness, learning to live, communicate and support their fellow boarders. We want all boarders to enjoy their experience and learn to be self-reliant and resilient whilst living within a supportive community. They take on responsibility, mature as individuals and learn self-discipline within clear boundaries.

The promotion of physical and mental health, and of the emotional wellbeing and happiness of all our boarders is key; and we hope to ensure they are positive in everything that they do.

### THE BOARDING HOUSE: DYSON HOUSE

Central to our ethos is the Pastoral House system, where a positive ethos permeates and stimulates the development of valuable skills such as leadership and teamwork. We have one boarding house, Dyson House, run by House Parents Miranda and Jonny Goode (07810 376 438) .

Dyson House is the base for our boarders during the evenings after school. There are joint communal areas for both boys and girls as well as space for only boys or girls.

The House Parents have a particular responsibility for boarders, with a broad responsibility for the pastoral welfare of all the children in their House. They will liaise with Tutors and other School staff over pastoral matters, so please contact them over any worries or concerns. We believe every child should be treated in a sensitive and responsible manner and the building of a partnership between parent and School is absolutely key to achieve this. Parents have access to the House Parents at all reasonable times, and we offer an open door policy to parents of boarders.

## PASTORAL CARE

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

As well as the House staff, all pupils and members of staff are supported by two mental health nurses, our Independent Listener, our School Chaplain and our Health Centre based at the Senior School. Pupils have a great network of support in all areas of School life, and can choose who they prefer to go to for support and advice. The routines, rotas, discipline and activities are overseen and organised by the House Parents.

The Prep School welcomes pupils of all faiths. Cultural diversity is valued we aim to ensure equal opportunities for all.

## FLEXI BOARDING

We operate a completely flexible approach to boarding. Parents may choose from one night a week to seven nights a week (full boarding). We try to be as accommodating as possible to individual family needs but do appreciate as much notice as possible to any changes in the normal established routine for any child. Any day pupil is welcome to flexi board if space permits.

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

Gresham's Prep boarding offers a happy environment with a very tangible family feel and ethos. The boarders have fantastic grounds to call their 'garden' and also enjoy an exceptional range of weekend activities.

### Daily Routine (Monday, Tuesday, Thursday)

7.00am	Wake up
7.30am	Breakfast
8.20am	School Day begins
5.15pm	End of School Day
5.25pm	After School Activities
6.25pm	End of Activities
6.30pm	Dinner and Roll Call
7.00 – 7.10pm	House meeting
7.10 - 7.30pm	An opportunity to call home
7.30 – 8.00pm	Boarders' activity
8.00 – 9.00pm	Bedtime routines

### On Wednesday and Friday no Activities

5.30pm	Dinner
6.00 -6.10pm	House meeting
6.10 - 6.30pm	An opportunity to call home
6.30pm	Evening Activity
8.00 – 9.00pm	Bedtime Routines



## WEEKENDS

Boarders may be collected from the Prep School after they finish their commitments on Saturdays (normally at 3.30pm unless they have a match). They should return to School by 7.00pm on Sunday or 8.00am on Monday morning. They may return for dinner by 5.30pm on a Sunday, which needs to be booked in with the House Parents.

Parents of boarders are very welcome to visit the School at other times and to see their children in action in the many events that take place every term. If boarding parents wish to take their children out of School during the week, they should contact the House Parents.

## BOARDING ACTIVITIES

During boarding time, there is ample opportunity to socialise with friends, engage in sporting activities, practise musical instruments, consolidate schoolwork in a supervised prep session (for the older pupils) and enjoy the homely atmosphere.

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

Weekends are an important time for boarders who enjoy a range of wonderful trips out, including: surfing, indoor trampolining, mountain biking, water parks, exploring National Trust properties, beach trips, seal trips, walks and picnics along the coast. As a House,



having an active lifestyle is important and we enjoy as much time outside together as possible. We also listen to the individual needs of the boarders and enjoy some down time, too, playing games together in the House, reading or doing some baking.

## **HOME WEEKENDS**

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

## **TRAVEL ARRANGEMENTS**

There is an accompanied train service to London at Home Weekends and Half Terms. Please consult Mrs Goode if you need further information. The School runs a comprehensive travel service to and from airports. If you wish to use this service, please look at the website [www.greshams.com/getting-to-school](http://www.greshams.com/getting-to-school) or contact the Travel Manager, Clare Carr, at [ccarr@greshams.com](mailto:ccarr@greshams.com). Additional information is available on request.

## **POCKET MONEY**

Pocket Money should be given to the House Parents at the beginning of term. Children are able to withdraw money for Sunday trips and other times when they need a small amount of spending money.

## **CONTACT WITH HOME**

Children are encouraged to keep in contact with home in the way most convenient to children and parents. Mobile telephones and other devices are kept with boarding house staff and children are allowed access to them in the evenings for contacting home. For children whose parents live in different time zones, appropriate arrangements can be made.

## **MEDICAL MATTERS**

All boarders' medicines should be handed to the House Parents or Matron, who will organise dispensing medication. Please inform us immediately of any changes in medication or medical information. Routine minor ailments, bumps and bruises are dealt with in our own medical facility; however, for anything more serious, children are taken to the School Medical Centre which is staffed by qualified nurses 24 hours a day, and where the School Doctor holds surgeries.

## **LAUNDRY**

The washing and storing of boarders' clothes is the responsibility of the boarding house; please speak to them about any issues connected to laundry and clothing.

# SCHOOL UNIFORM

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Organising school uniform for your child is a crucial item on a long list of 'Jobs to Do' before the start of a new academic year, so it might be helpful to flag some points to consider as far as uniform is concerned. We hope that you are happy to support the system we believe works effectively, which is outlined below.

**It is vital that all items of uniform, equipment and other possessions brought into School are clearly named.** Any anxiety associated with the misplacing of a jumper that has been taken off somewhere around School or a sock which has been left in the changing room can be avoided if a name tape is sewn on. If you buy items from the second hand uniform shop, please ensure that your child's name replaces the name already on the clothing.

Name tapes can be ordered by email from Wovina at **[www.wovina.com](http://www.wovina.com)**, and the turnaround is approximately seven days. Please go into 'Labels and tags to buy online', then into 'Identification products'.

Name tapes come in packets of 72, and the correct style for school is Style 6 on the Wovina website. All boys should have a 'K' (for Kenwyn) on their name tapes and all girls should have a 'C' (Crossways). We use:

- 10mm name tapes for school uniform (and home clothes for boarders) in this format – John Smith K or Jane Smith C.
- 12mm name tapes for games kit in this format - J SMITH K or J SMITH C.

Games kit should be named, looped and brought to School for the start of the Michaelmas Term. A named kit check by sports staff and boarding house staff will take place in the first week.

Wovina also do sheets of stick-on labels that are great for shoes and stationery items.

These measures support our ongoing endeavours to minimise the frustration and extra cost incurred when unnamed uniform, kit and equipment needs to be replaced. Many thanks for your support.

## PUPIL APPEARANCE

We hope that children will wear their Gresham's uniform with pride and we have high expectations of smartness.

Pupils are encouraged to polish their own shoes (which must be plain black leather) and to ensure that their shirts are tucked in and hair is neat and tidy. Long hair must be tied back away from the face and short hair should be off the ears and collar, and out of the eyes, so that pupils can concentrate on their studies and play sport unhindered. No jewellery may be worn, and if ears are going to be pierced this should be at the start of the summer holiday. If ears are already pierced then clear studs should be worn.

Blazers should be worn on arrival at School and when going home.

Should your child feel uncomfortable about wearing a particular item on the uniform list, please consult with the Deputy Head who would be happy to talk through what adjustments could be made, whilst still conforming to the level of smartness in our dress regulations.

## HOW TO MEASURE SCHOOL UNIFORM

### HEIGHT

Measure from the top of the head down to the ground - make sure your child is barefoot with their heels together and feet flat on the floor.

### HIPS

Place the tape measure around the fullest part of the bottom.

### HEIGHT

Take the tape through the arms and around the fullest part of the chest.

### INSIDE LEG

Measure with shoes on to approximately 5cm above the ground.

### WAIST

Place the tape measure around the natural waistline, taking care not to pull it too tightly.

### COLLAR

Place the tape measure around the base of the neck where the collar usually sits, again taking care not to pull the tape too tightly as it is important to have a little extra room around the neck.

### SCHOOL SHOP

The School Shop is located in the Cairn's Centre at the Senior School, and the opening hours during term time are:

Mondays – 8.30am – 12.30pm

Tuesdays – 8.30am – 3.30pm

Thursdays – 8.30am – 3.30pm

Saturdays – 8.00am – 9.00am **(by appointment)**  
excluding home weekends

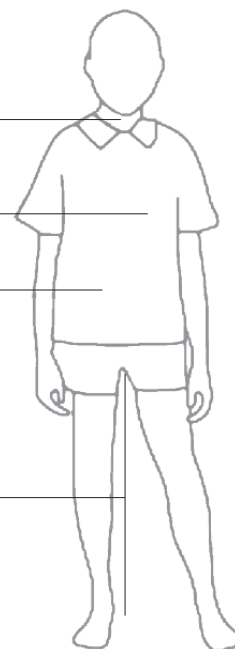
For any enquiries please contact the School Shop on 01263 714591 or [shop@greshams.com](mailto:shop@greshams.com).

Collar

Chest

Waist

Inside leg



All new (and pre-loved) school uniform and sports kit is available from the School Shop. We operate an appointment system for fittings, including during the summer holidays, which take approximately one hour.

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

### School Shop Naming Service

The School Shop offers a heat-pressed name labelling service at a one-off charge of £90.00 per pupil. This covers all items of uniform to be named for the entire time that your child is at Gresham's School.

The School Shop also sells school and games socks with your child's name and house woven into each sock. Please email us to order these.





## CROSSWAYS (GIRLS) UNIFORM LIST

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**Please note: all items must be purchased from the School Shop or second-hand uniform shop at the Senior School.**

If you have any queries regarding school uniform or games kit, please do not hesitate to contact the School Shop via [shop@greshams.com](mailto:shop@greshams.com).

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



## CORE SCHOOL UNIFORM

	Quantities required	
	Day	Boarding
School coat	1	1
School Blazer (Years 3 to 8)	1	1
Junior Bath tartan kilt or pinafore, mid-calf length (Years 3 to 4)	1	1
Junior Bath tartan kilt, mid-calf length (Years 5 to 6)	1	2
Senior Bath tartan kilt, mid-calf length (Years 7 to 8)	1	2
V-necked navy-blue jumper with bottle trim	1	2
Cotton chambray blouse – long sleeved	1+	4+
Navy cotton rich tights or long socks	1+	8+
Cycling shorts- black	2	3
Black leather shoes (must be buckled, Velcro or laced and not patent, suede or pumps)	1	1
Wellington boots - to be brought into school as required	1	1
School scarf	Optional	Optional
Black winter crested beanie	Optional	Optional
Black gloves	Optional	Optional
School bag	1	1
Black or navy hair clips and bands	As required	
Water bottle	1	1

## SUMMER TERM AND BEGINNING OF MICHAELMAS TERM

	Quantities required	
	Day	Boarding
School summer dress (Years 3 to 6)	Optional	Optional (2)
Plain white ankle socks (Years 3 to 6)	1+	6
Cotton chambray blouse – short sleeved* (Years 7 to 8 only)	2+	5+
Navy blue ankle socks (Years 7 to 8 only)	1+	6

## GAMES KIT

- All games kit and sports equipment must be clearly labelled.
- We request that games kit items have loops for hanging.
- Please sew name tapes down the inside of sports socks.
- Aerosol sprays are NOT allowed.

## REQUIRED ALL YEAR

	Quantities required	
	Day	Boarding
Black crested tracksuit bottoms	1	2
Black crested mid layer	1	2
Black crested rain jacket - sport and general use	1	1
Black crested games skort or shorts	1	2
Technical black leggings (girls)	Optional	Optional
Black performance t-shirt	2	2
Polo shirt – white	1	2
White PE socks - no small trainer socks please	1+	3+
Medium sized bath towel - loop on long side for hanging	1	3
Shower gel and roll on deodorant - no spray aerosols please	1	1
Trainers - non-marking soles	1	1
Comb / hairbrush	1	2
Black sports bag	1	1
Black boot bag	Optional	Optional
Black swimming bag	1	1
Black swimming costume	1	1
Swimming towel with loop for hanging	1	1
Swimming goggles	1	1

**MICHAELMAS TERM (HOCKEY)  
AND LENT TERM (NETBALL) ONLY**

	Quantities required	
	Day	Boarding
Black & white Hockey/Rugby socks	1	2
Gresham's black base layer top	1	2
Gresham's black base layer bottom	1	2
Hockey stick	1	1
Shin pads	1	1
Gumshield - compulsory	1	1
Boil & Bite gumshield – compulsory (to be kept as spare)	1	1
Astro trainers/ Rugby boots	1	1
Black and white rugby shirt	1	2
Netball dress (Year 5 onwards and for matches only)	1	1

**SUMMER TERM (CRICKET, TENNIS  
AND ATHLETICS) ONLY**

	Quantities required	
	Day	Boarding
Tennis racket	1	1
Cricket trousers (for matches only- on advice from sports staff)	1	1
Cricket shirt (for matches only- on advice from sports staff)	1	1
Athletics spikes	Optional	Optional
Sunscreen factor 30+	1	1
Black crested baseball cap	1	1
Cricket Helmet – limited supply at School	Optional	Optional
Cricket Gloves - limited supply at School	Optional	Optional

# KENWYN (BOYS) UNIFORM LIST

**Please note: all items must be purchased from the School Shop or second-hand uniform shop at the Senior School.**

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

If you have any queries regarding school uniform or games kit please do not hesitate to contact the School Shop on **shop@greshams.com**.

## CORE SCHOOL UNIFORM

	Quantities required	
	Day	Boarding
School coat	1	1
School Blazer (Years 3 to 8)	1	1
School tie (Years 5 to 8)	1	1
Long charcoal grey trousers	1+	3+
Charcoal grey Bermuda style shorts	Optional	Optional
V-necked navy-blue jumper with bottle trim	1	2
Cotton chambray shirt, long or short sleeved	1+	4+
Plain charcoal grey socks	1+	8+
Black shoes - able to be polished with no motifs or coloured markings	1	1
Wellington boots - to be brought into school as required	1	1
School scarf	Optional	Optional
Black winter crested beanie	Optional	Optional
Black gloves	Optional	Optional
School bag	1	1
Water bottle	1	1



## GAMES KIT

- All games kit and sports equipment must be clearly labelled.
- We request that games kit items have loops for hanging.
- Please sew name tapes down the inside of sports socks.
- Aerosol sprays are NOT allowed.

## REQUIRED ALL YEAR

	Quantities required	
	Day	Boarding
Black crested tracksuit bottoms	1	2
Black crested mid layer	1	1
Black crested rain jacket - sport and general use	1	1
White crested shorts	1	2
Polo shirt - white	1	2
Black performance t-shirt	2	2
White PE socks – no small trainer socks please	1+	3+
Medium sized bath towel - loop on long side for hanging	1	3
Shower gel and roll on deodorant - no aerosol sprays please	1	1
Trainers - non-marking soles	1	1
Comb / hairbrush	1	2
Black sports bag	1	1
Black boot bag	Optional	Optional
Black swimming bag	1	1
Black swimming trunks/jammers	1	1
Swimming towel with loop for hanging	1	1
Swimming goggles	1	1

**MICHAELMAS TERM (RUGBY)  
AND LENT TERM (HOCKEY) ONLY**

	Quantities required	
	Day	Boarding
Black crested hockey/rugby shorts	1	2
Black and white crested reversible Rugby shirt - long sleeved	1	2
Black & white Hockey/Rugby socks	1	2
Gresham's black base layer top	1	2
Gresham's black base layer bottom	1	2
Rugby boots	1	1
Hockey stick	1	1
Shin pads	1	1
Gumshield - compulsory	1	1
Boil & Bite gumshield – compulsory (to be kept as spare)	1	1
Astro trainers	1	1

**SUMMER TERM (CRICKET AND  
ATHLETICS) ONLY**

	Quantities required	
	Day	Boarding
Cricket trousers (for matches only- on advice from sports staff)	1	1
Cricket shirt (for matches only- on advice from sports staff)	1	1
Cricket sweater - for Cricket matches only	Optional	Optional
Athletics spikes	Optional	Optional
Sunscreen - factor 30+	1	1
Black crested baseball cap	1	1
Cricket Helmet – limited supply provided by the school	Optional	Optional
Cricket Gloves - limited supply provided by the school	Optional	Optional

## E X T R A S F O R   B O A R D I N G

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Bedding is provided.

- Boarders are allowed to bring a mobile phone to School which is kept with the House Staff. They are allowed to use it for contacting home in the evening, which will be supervised. Both mobile phone and charger must be named.
- If you have any queries please do not hesitate to contact the House Parents.

	Quantities required
Underwear – underpants, knickers and bras must be plain	8
Casual clothes - must be able to be machine washed and tumble dried	3+
Casual shoes – including one pair of trainers	2+
Pyjamas/nightdresses	3+
Dressing gown	1
Slippers	1
Shoe cleaning equipment – no aerosol sprays please	1
Hand towels	2
Face flannels	2
Com / hairbrush	1
Hair dryer	Optional
Washbag – toothpaste, soap and deodorant (no aerosol sprays please), shampoo etc	1
Spare name tapes if not using the school labelling service	6+
Cereal bowl and mug	1
Trunk or large suitcase to come to school	1
Tuck box	1

## T E R M   D A T E S



### M I C H A E L M A S   T E R M   2 0 2 3

	TIME	DATE
New Staff Induction	9.00am	Wednesday, 30th August
Staff INSET	8.30am	Thursday, 31st August
Staff INSET	8.30am	Friday, 1st September
New pupil welcoming morning	Morning (tbc)	Saturday, 2nd September
Optional Pre-Season (pupils in Y5 - 8)	2.00pm - 4.00pm	Sunday, 3rd September
Boarders return	4.00pm	Sunday, 3rd September
Day pupils return	8.20am	Monday, 4th September
Home Weekend begins	4.00pm	Friday, 22nd September
Home Weekend - boarders return	7.00pm	Sunday, 24th September
Half term begins after House Music	2.00pm	Friday, 13th October (Boarding Houses stay open until 11am on Saturday 14th October)
Boarders return	7.00pm	Sunday, 29th October
Day pupils return	8.20am	Monday, 30th October
Home weekend begins	4.00pm	Friday, 17th November
Home Weekend - boarders return	7.00pm	Sunday, 19th November
Home Weekend begins	4.00pm	Friday, 1st December
Home Weekend - boarders return	7.00pm	Sunday, 3rd December
End of Term after Carol Service	3.00pm	Tuesday, 12th December (Boarding Houses stay open until 11am on Wednesday 13th December)





## LENT TERM 2024

	TIME	DATE
Staff INSET	8.30am	Friday, 5th January
Optional Pre-Season (pupils in Y5-8)	2.00pm – 4.00pm	Sunday, 7th January
Beginning of term - boarders return	7.00pm	Sunday, 7th January
Day pupils return	8.20am	Monday, 8th January
Home weekend	4.00pm	Friday, 26th January
Home weekend - boarders return	7.00pm	Sunday, 28th January
Half-Term begins	4.00pm	Friday, 16th February (Boarding Houses stay open until 11am on Saturday 17th February)
Boarders return	7.00pm	Sunday, 25th February
Day pupils return	8.20am	Monday, 26th February
Home weekend begins	4.00pm	Friday, 8th March
Home weekend - boarders return	7.00pm	Sunday, 10th March
End of Term	4.00pm	Friday, 22nd March

## SUMMER TERM 2024

	TIME	DATE
Staff INSET	8.30am	Thursday, 11th April
Staff INSET	8.30am	Friday, 12th April
Optional Pre-Season (Pupils Y5 - 8)	2.00 - 4.00pm	Sunday, 14th April
Beginning of Term - boarders return	7.00pm	Sunday, 14th April
Day pupils return	8.20am	Monday, 15th April
Home Weekend begins	4.00pm	Friday, 3rd May
Home Weekend - boarders return	7.00pm	Sunday, 5th May
May Day Bank Holiday	Normal Day	Monday 6th May
Half-term begins	4.00pm	Friday, 24th May (Boarding Houses stay open until 11am on Saturday 25th May)
Boarders return	7.00pm	Sunday, 2nd June
Day pupils return	8.20am	Monday, 3rd June
Leavers' service followed by Sports Day (4pm finish approx.)	8.30am	Saturday, 22nd June
Speech Day (End of term directly after Speech Day, approx. 2pm)	10.00am	Friday, 28th June

We strongly encourage parents to use the Parent Portal. The Week Ahead Sheets are circulated weekly with the 'Chirp' newsletter and contain relevant information you will need.

Our online calendar is continually updated at [www.greshams.com/calendar](http://www.greshams.com/calendar) and sports fixtures and team sheets can be found at <http://sports.greshams.com>.

## ADDITIONAL INFORMATION

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### BELONGINGS

At the risk of repeating ourselves, please ensure that all items brought into the Prep School are clearly marked with your child's name. It is strongly recommended that items of high value or particular emotional attachment are not brought to School.

### CAR PARK SAFETY RULES

#### Main Car Park:

- No games should be played near any of the car parks.
- No pupil is allowed to cross the car park unless accompanied by an adult.
- At **pick up** times, pupils must wait on the concrete path for an adult to walk them across the car park to the car.
- At **drop off** times, a pupil must be walked by an adult to the concrete path.
- Parents should reverse carefully into a space and turn off engines if waiting.
- Parents should not walk through the School gates onto the site unless they have signed in at the School Office or are attending an official Prep School event.

#### Kenwyn Car Park:

- This should only be used by delivery lorries, staff and boarders' parents.
- No pupils should wait outside Kenwyn or be allowed to cross the car park unless accompanied by an adult.

#### Collecting and Returning during the School Day:

- If parents need to take their children out of the Prep School during the day, they must request permission from the Head via the School Office team in advance. Children should be picked up and returned to the School Office, where they will be signed out and back in to School.

### WALKING TO AND FROM SCHOOL

Pupils require written permission from parents to walk to and from School, which should be sent to the Deputy Head. Pupils should be instructed to use the pedestrian crossing when crossing the Cromer Road.

### BICYCLES

Helmets must be worn even in the Prep School grounds. Parents must give written permission to the Deputy Head for their child to cycle to School and bikes must be in good condition, with lights and brakes checked.

## MEDICAL APPOINTMENTS

Parents are requested to book appointments within the school holidays whenever possible. If parents wish for their child to be absent from school during term time, a request should be made in writing to the Head via the School Office on **prepoffice@greshams.com**, giving appropriate notice.

## REPORTING ABSENCES FOR ILLNESS

If your child is unable to attend School through illness, please telephone the School Office team on 01263 714600 or email **prepoffice@greshams.com** by 8.15am. If leaving a message please give your child's name, brief nature of illness, and the time and date of the call. Please do this every day that your child is out of School.

## OFF GAMES PROCEDURE

Parents should also notify the School Office team if their child is unfit to play sport on 01263 714600 or email **prepoffice@greshams.com**. Children will be looked after by a member of House staff during PE / games time. If the weather is reasonable, children who are off games may be invited to attend coaching sessions to watch the various drills. If a child is off games for a long period of time, the Tutor will be responsible for setting appropriate project or academic work packs which will be done during PE / games time. Tutors will keep the House staff and parents informed of any programme of study.

If parents wish to take a pupil who is off games home early on a Wednesday or a Saturday, they should request permission from the Head via the School Office on **prepoffice@greshams.com** or telephone 01263 714600. Please note that Games staff and House staff do not have the authority to sanction this.

## MEDICALS FOR NEW PUPILS

Upon entry to the Prep School, all new pupils will attend a medical review by the nursing and medical team. Parents of pupils may be present at any examination and should contact the School Office team if they wish to attend. The aim of the review is to familiarise the pupils with the Doctor and enable us to identify any medical issues that may arise during their time at School.

## ILLNESS AND ACCIDENTS AT SCHOOL

If your child is unwell or has an accident whilst at School, they should report to the Prep School Medical Room, who will contact the House staff or medical team as appropriate. If we feel that a child is too unwell to stay in School, we will contact parents; if we feel that medical attention is needed urgently, your child will be taken to the medical centre at the Senior School or the emergency services will be called. In these circumstances, parents will be informed immediately. Members of staff have appropriate first aid training.



## BUS ROUTES

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

- Route 1 – Houghton Hall, East Rudham, Fakenham, Thursford
- Route 2 – North Walsham
- Route 3 – Norwich, Aylsham
- Route 4 – Eaton, Taverham

More information can be found on the website <https://www.greshams.com/admissions/getting-to-school/> or email our Travel Manager, Clare Carr - [ccarr@greshams.com](mailto:ccarr@greshams.com).

## FOGS (FRIENDS OF GRESHAM'S SCHOOL)

There is an active Parents Association - FOGS at Prep - who work closely with FOGS across the three Schools to provide support to other parents and to raise money for Gresham's. If you are interested in becoming involved with FOGS at Prep, please contact our FOGS representatives at [fogsprep@gmail.com](mailto:fogsprep@gmail.com).

## CHARITY EVENTS

Support for those less fortunate than ourselves is central to the Prep School ethos. We organise regular fundraising events, often suggested by the pupils. We are keen that pupils learn more about the charities for which they are raising money and awareness, so these are included as topics covered through PSHE.

## THE SCHOOL COUNCIL

The School Council is a well established and important part of the Prep School. Councillors are elected termly by their peers and meet every two or three weeks throughout the School year to discuss issues put forward by pupils. The Council has a strong link with the Head and the Senior Leadership Team, and makes regular presentations to the School in Assembly.

## SCHOOL CATERING

All catering is provided by our own team of chefs and assistants, led by our Catering Manager Mr Garry Hobart who is celebrating 40 years of service at Gresham's Prep School this year. Garry leads a team which includes some of the longest serving members of staff in the School, clocking up over 330 years of service between them, an average of over 25 years each!

The catering team prepare all meals on site using fresh and mainly local ingredients, and a different menu is produced every week of the School year, allowing us to serve seasonal produce to the children and staff.

Breakfast offers a wide choice for boarders. A typical week's breakfast menu will include: fruit juice, a choice of up to ten breakfast cereals including healthy options, toast, croissants, toasted tea cakes, crumpets and warm bread rolls with jam and marmalade. A traditional Full English breakfast is also available on most days, alternating with a continental breakfast or pancakes.

For lunch, three hot main course items are cooked fresh each day, plus a large selection of cold buffet items and filled rolls and sandwiches. There is generally a traditional meat dish, a non-meat option and an alternative pasta, meat or fish dish. A full roast meal is provided once during the week and also on Sundays for the boarders.

The salad buffet counter often includes home-cooked gammon, smoked mackerel, salamis and cheese and a homemade quiche. Parents are always welcome to come in and sample a lunch for themselves!

Tea is often busy as day pupils stay late to participate in an activity. Snack choices might include homemade pizzas, sandwiches, hot dogs, soups, garlic bread and cakes.

Special diets and allergies are catered for any pupil with a medical condition. There is a 'no nut' policy at the Prep School and nuts are not used in any dish or stored on the premises.

## **PREP SCHOOL POLICIES**

The following school policies are available for parents and pupils to view in full on our website <https://www.greshams.com/about-us/policies-and-inspection-reports/>

- Admissions Policy
- Complaints Procedure
- First Aid Policy
- Guardianship Policy
- Health and Safety Policy
- Personal, Social, Health, Education and Relationships Sex Education Policy
- Privacy Policy
- Privacy Policy (Pupils)
- Recruitment, Selection and Disclosure Policy and Procedure

### **Prep School Safeguarding and Child Protection Policy**

- Attendance Policy
- Child Protection and Safeguarding Policy
- Role of Designated Safeguarding Lead
- Keeping Children Safe in Education







Gresham's Prep School,  
Holt, Norfolk NR25 6EY  
Telephone: 01263 714600  
[prepoffice@greshams.com](mailto:prepoffice@greshams.com)

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

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