



PREP SCHOOL PARENT GUIDE

2025 - 26


GRESHAM'S
ESTD 1555



W E L C O M E F R O M T H E P R E P S C H O O L



A very warm welcome to Gresham's Prep School. We 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 us that you and your children feel confident in the partnership between home and School, and therefore our door is always open. We 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. We wish you and your children 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.



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

- 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

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. We celebrate these values at the end of each term with our Values Champions Awards:

- **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.

PARENT PORTAL

We use *My School Portal* to keep parents informed. This secure, user-friendly platform gives you easy access to key information about your child, including timetables, reports, staff contacts, merits, and school policies. If you have more than one child at Gresham's, their information appears on one dashboard.

You will be invited to create an account before your child starts. Once set up, you can access the Parent Portal on any device and there is an app available for smart phones.

Through the portal, you will receive regular updates, including event and trip information, *Week Ahead Sheets* with key weekly changes, and the *Chirp* newsletter summarising recent school activities. The Deputy Head also shares a termly letter with important reminders and dates.

PASTORAL CARE AND SUPPORT

The Deputy Head has overall responsibility for the pastoral life of the Prep School. They are supported by the House Parents, Tutors, Heads of Phase (Senior - Years 7 and 8, Upper Middles - Years 5 and 6, and Lower Juniors - Years 3 and 4), Head of Pastoral Care and a professional mental health nurse.

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

Each child has a Tutor who provides daily pastoral support, monitors academic progress, and records merits and demerits. Tutors maintain regular contact with parents via the Pupil Diary and direct communication. They are the first point of contact for day parents; boarder parents contact Tutors for academic matters and House Parents for pastoral care. Tutors will reach out early in the year to establish communication.

THE PASTORAL HOUSE SYSTEM: KENWYN, CROSSWAYS AND 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 members of staff on duty in the Houses at break times, overseen by the House Parents, and a medical room is staffed all day for first aid cover. The House Parents have a particular responsibility for boarders within Dyson House and will liaise with Tutors and other staff over pastoral matters.

THE COMPETITIVE HOUSE SYSTEM: BORROW, REITH AND WOODFORDE

We have 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 sports, general knowledge, music and art. 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 its responsibility to safeguard children's welfare extremely seriously. The School's Safeguarding policy can be found on the Parent Portal. The Head of Pastoral Care is the Designated Safeguarding Lead (DSL) and has several deputies. The Head 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. The names and contact details can be found on Parent Portal.

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. We can also provide links to services outside the Prep School and have our own independent listener. The Head of Pastoral Care has responsibility for overseeing pupil welfare and academic support.

DEALING WITH BULLYING

Kindness is central to the Gresham's Code. While unkind behaviour can occur in any community, we aim to prevent it and address any incidents quickly, openly, and appropriately. Bullying is taken seriously and handled sensitively, with staff regularly reminded of how and where it may arise. Pupils are taught to respect others and to report unkind behaviour.

Moral, spiritual, and personal development are explored through assemblies, chapel, RPE, PSHE, and RSE lessons. Children are encouraged to be compassionate, open-minded, and socially responsible, both within school and in the wider world.



ACADEMIC LIFE

The Head of Teaching & Learning is responsible for the academic life of the Prep School. They are 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.

For more information on **class groups, how lessons are organised and our curriculum** please visit the Parent Portal.



SCHOOL ESSENTIALS

Getting organised with uniform and equipment is a key part of preparing for life at Gresham's Prep. A full uniform list and required equipment – including stationery and calculators and details for purchasing uniform can be found on the Parent Portal.

PARENT PORTAL

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 and sports fixtures and team sheets can be found at <http://sports.greshams.com>.

REWARDS AND SANCTIONS SUMMARY

Gresham's Prep promotes good behaviour and effort through praise, support, and a clear structure. Rewards include merits, given for positive behaviour and work, and Grasshopper stamps for excellent work, which involve a visit to the Head and an email home.

Sanctions include marks, demerits or minutes off smile time for minor issues, recorded in the pupil's diary and

requiring signatures from staff and parents. Repeated demerits can lead to an Extra Period, a supervised detention for more serious concerns, with parents informed. Pupils needing additional support may be placed on Behaviour or Work Report, where progress is monitored each lesson and reviewed daily. In serious cases, the Head may impose temporary or permanent exclusion.



THE JUNIOR DEPARTMENT – YEARS 3 AND 4

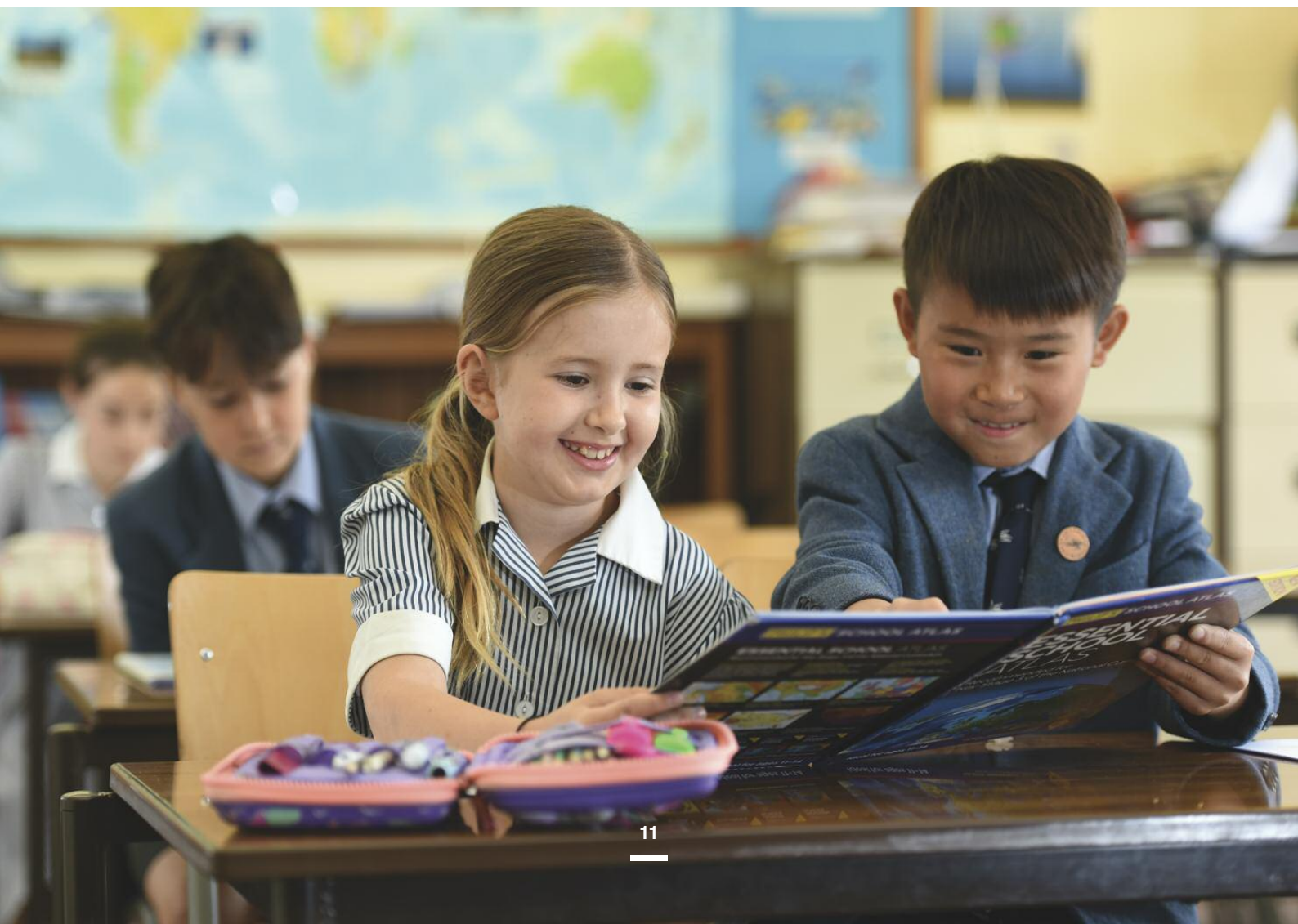
Years 3 and 4 make up the Junior Department, the Head of Lower Juniors oversees daily operations and communicates with parents at the start of each term, they work closely with the Head of Years 5 and 6 to ensure a smooth transition to Year 5.

CLASS GROUPS

Pupils are taught in mixed-ability groups, except for Maths and English, where they are grouped according to their ability.

SATURDAYS

There is no regular Saturday School, except for special occasions such as Sports Day and Chapel services when Year 3 and 4 pupils are encouraged to attend Chapel with their families.



UPPER MIDDLE DEPARTMENT – YEARS 5 AND 6

Pupils in Years 5 and 6 are at a crucial stage of their education, developing independence and responsibility as they transition away from class-based teaching. They are overseen by the Head of Upper Juniors.

TUTOR GROUPS

From Year 5, pupils are placed in Tutor Groups. The Tutor oversees pupil welfare, liaises with parents, registers pupils, and runs afternoon prep sessions. The same Tutor typically stays with the pupil through Year 6. Pupils are taught by subject specialists in both set and mixed-ability groups.

SATURDAYS

Saturday school begins with a Chapel service at 8:30am on the Senior School site which parents are welcome to attend, followed by academic lessons, enrichment and sport at the Prep School.



THE SENIOR DEPARTMENT – YEARS 7 AND 8

TUTOR GROUPS

The Head of Seniors has overall responsibility for pupils in Years 7 and 8, and pupils typically retain the same Tutor from Year 7 to Year 8. The Tutor oversees daily school life and is the main contact for parents, working alongside House Parents for boarders.

SATURDAYS

Saturday school begins with a Chapel service at 8:30am on the Senior School site which parents are welcome to attend, followed by academic lessons, enrichment and sport at the Prep School.

POSITIONS OF RESPONSIBILITY

Year 8 pupils can apply for leadership roles, including School Prefect or Tutor Group Mentor, with every Year 8 pupil having the opportunity to take on responsibility.

EXAMS

Summer exams are important markers of progress, with guidance on revision provided through Saturday Enrichment classes, PSHE, and tutor group sessions.

TRANSITION TO SENIOR SCHOOL

There is no automatic progression to the Senior School. Year 8 pupils wishing to join Year 9 must attend an interview and successfully complete entrance assessments. Support is given for those transitioning to other senior schools, and events are held to help prepare pupils for Senior School life.

THE SCHOOL DAY



If you are delayed or cannot pick up your child at the designated time, please contact the School Office before 4.30pm. 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.

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 at 8.00am on Monday morning.

CHAPEL

All pupils from Year 5 upwards must attend the Saturday Chapel Service at 8.30am in full school uniform. Parents are welcome to join the service and are invited for refreshments afterwards.

EXAMPLE DAILY TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Drop-off	08:00-08:15	08:00-08:15	08:00-08:15	08:00-08:15	08:00-08:15	08:25 at Chapel
Lessons Start	08:25	08:25	08:25	08:25	08:25	09:30
Year 3 & Year 4 Finish	16:30	16:30	16:00	16:30	16:30	-
Year 3 & Year 4 Activities End	18:00	18:00	-	18:00	-	-
Year 5 – Year 8 Finish	17:00	17:00	16:00	17:00	17:00	15:30
Year 5 – Year 8 Activities End	18:00	18:00	-	18:00	-	-



CO – CURRICULAR PROGRAMME

SPORT

Pupils have a wide variety of sporting opportunities in lessons, incorporating coaching for competitive team sports and a PE curriculum covering a range of sporting skills, including cross-country, dance, swimming, athletics and tennis. All pupils receive coaching suited to their age and ability.

MAIN TEAM SPORTS

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

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

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

Mouthguards are required for rugby and hockey, with pre-season fitting sessions available. Fixtures and team details are posted online and on notice boards.

MUSIC

All pupils are encouraged to participate in music, including choirs, instrumental ensembles, and performances such as the House Music Competition and Carol Service. Music theory is offered free of charge, and lessons in various instruments are available for an additional fee. Pupils can take music exams (ABRSM or Trinity). Personal instruments should be insured by parents.

DRAMA AND DANCE

Pupils have regular Drama and Dance lessons. Performance opportunities include year group productions, Chapel performances and recitals. Recent productions have included 'Oliver!' and 'The Wind in the Willows.' Pupils have the chance to work with visiting directors and attend theatre trips.

AFTER-SCHOOL ACTIVITIES

A variety of After-School Activities is offered each term. Pupils can sign up based on their interests and energy levels. Activities are optional for day pupils, but many senior pupils participate regularly. Boarders have their evening meal after evening activities; all children are provided with an afternoon snack during the final break on days when activities are scheduled, but day pupils will require supper when they get home.

ICT AND ONLINE SAFETY

Pupils have weekly Computing lessons, with IT use encouraged across the curriculum. Online safety is a key focus, taught through Computing, PSHE and whenever technology is used. Topics include online identity, relationships, privacy, security, and reporting concerns. For more information please visit the Parent Portal.

BOARDING AT GRESHAM'S

Boarding is a valued part of life at Gresham's Prep, offering a nurturing, family-focused environment where children thrive. Whether full-time or occasional, boarding helps pupils develop independence, confidence and resilience while having fun in a supportive community.

Our boarding house fosters a sense of belonging, encouraging children to grow socially and emotionally, take responsibility, and support one another.

Promoting wellbeing is central to our ethos, ensuring all boarders feel happy, healthy, and empowered to reach their potential.

For more information, please visit the Parent Portal.

TERM DATES

For the most up to date list of term dates and events, please go to the Parent Portal.



ADDITIONAL INFORMATION

BELONGINGS

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.
- Year 3 and Year 4 parents can accompany their children into the classroom. Otherwise, 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

There is no cycling in the School grounds unless accompanied by a member of staff as part of an organised activity.

BIRTHDAY CELEBRATIONS

We love celebrating pupils' birthdays, and sharing cake with friends can be a special part of the day. If your child's birthday falls during term time and you would like to send something in, please provide cake only—either a whole cake or cupcakes. Cupcakes are often easier to manage.

Please **do not** send sweets or fizzy drinks, and **do not** send cakes that contain or *may contain* nuts, due to our strict *nut-free policy*. Products with such warnings on the label will be returned.

We recommend checking with your child's tutor in advance to confirm any other allergies in the class. Thank you for your understanding and support.

MEDICAL APPOINTMENTS AND ABSENCES

Please try to book medical appointments during school holidays. If term-time absence is unavoidable, request permission in writing from the Head via the School Office: prepoffice@greshams.com.

ILLNESS

If your child is unwell, please call 01263 714600 or email the School Office by 8.15am on each day of absence. Include your child's name, illness, and date.

OFF-GAMES

Please notify the School Office if your child is unable to take part in sport. Alternative supervision or activities will be arranged. For long-term absence from games, tutors will set appropriate academic work.

If you wish to collect your child early on a Wednesday or Saturday due to injury or illness, please contact the Head via the School Office as other members of staff cannot approve early departures.

NEW PUPIL MEDICALS

All new pupils have a medical review with the School nurses and doctor. Parents may attend—please contact the School Office if you wish to do so.

ILLNESS AND ACCIDENTS DURING SCHOOL

Children who are unwell or injured at school are assessed by our Primary First Aider. Parents will be contacted if their child needs to go home or further medical care is required. First aiders are on hand at drop-off/pick-up to discuss any concerns or medications.

BUS ROUTES

Some of our day pupils use our daily bus services. Please visit the Parent Portal for more information.

FOGS (FRIENDS OF GRESHAM'S SCHOOL)

There is an active Parents' Association - FOGS at Prep - working 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 via email: 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 regularly 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 pupils make regular presentations to the School in Assembly.

SCHOOL CATERING

All meals are prepared on site by our dedicated catering team, using fresh, seasonal, and mostly local ingredients. A new menu is produced weekly to ensure variety and quality.

Breakfast offers a wide range of options for boarders, including cereals, toast, pastries, fruit juice, and hot choices such as Full English or pancakes.

Lunch includes three hot main dishes daily (meat, vegetarian, and pasta/fish options), along with a salad bar, sandwiches, and buffet items. A traditional roast is served weekly and on Sundays for boarders.

Tea features snacks such as homemade pizza, sandwiches, or hot dogs, especially for pupils staying late for activities.

We cater for all dietary needs and medical conditions. The Prep School follows a strict *no nut* policy. Parents are welcome to visit and sample lunch by arrangement.

PREP SCHOOL POLICIES

School policies are available for parents to view on the Parent Portal.





Gresham's Prep School,
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prepoffice@greshams.com

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.