



SENIOR SCHOOL
PUPIL GUIDE

2026 - 27



GRESHAM'S
ESTD 1555

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W E L C O M E

Welcome to Gresham's, I hope you will enjoy a tremendous and rewarding education with us. For the parents, thank you for choosing a Gresham's education for your son or daughter. I firmly believe at the heart of a successful education lies a partnership between school and parents. I want you to feel able to come to me should you have any queries or concerns regarding your son or daughter's education. Whilst we strive to provide you with all the introductory information you will need in this guide, I know there is no substitute for speaking face to face.

For the new pupils, I hope that your career will be both memorable and enjoyable for all the right reasons. As I am sure you will hear soon enough, I have three golden rules. First, be honest in your dealings with all staff and fellow pupils. Secondly, be kind in all your dealings with staff and other pupils. Finally, please work hard. If you follow these simple guidelines, I am confident that you will have a wonderful time here.

I am sure you may be a little nervous about the prospect of starting the term. I can assure you that Gresham's is an exceptionally friendly school. You must feel able to ask any questions if you are unsure about any routines or procedures. Your Housemaster or Housemistress will guide you in your early days and help you to settle in.

I trust that you cannot wait to get started. All the more reason for you to approach your new school full of enthusiasm and energy. I will very much look forward to welcoming you to the Gresham's family.

A handwritten signature in black ink, which appears to read 'Douglas Robb'. The signature is fluid and cursive, with a long horizontal stroke at the end.

DOUGLAS ROBB
HEADMASTER

M A P



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

Senior School, Cromer Road, Holt, Norfolk NR25 6EA
Telephone: 01263 714500

www.greshams.com

TERM DATES 2026/27

MICHAELMAS TERM 2026

	TIME	DATE
Beginning of Term – All Pupils		Sunday 6th September
		<i>(All day for new pupils, 13:45 for returning pupils)</i>
Home Weekend	16.30	Friday 25th September
Return	21.00	Sunday 27th September
Half Term	21.00	Friday 16th October
		<i>(Boarding Houses stay open until 12 noon on Saturday 17th October)</i>
Return	21.00	Sunday 1st November
Home Weekend	16.30	Friday 20th November
Return	21.00	Sunday 22nd November
End of Term	16.30	Tuesday 15th December
		<i>(Boarding Houses stay open until 12 noon on Wednesday 16th December)</i>

LENT TERM 2027

	TIME	DATE
Beginning of Term – Boarders Return	19.30	Tuesday 5th January
Day Pupils Return	08.00	Wednesday 6th January
Home Weekend	16.30	Friday 22nd January
Return	21.00	Sunday 24th January
Half Term	13.30	Friday 12th February
		<i>(Boarding Houses stay open until 12 noon on Saturday 13th February)</i>
Return	21.00	Sunday 21st February
End of Term	13.30	Thursday 25th March
		<i>(Boarding Houses stay open until 12 noon on Saturday 26th March)</i>

SUMMER TERM 2027

	TIME	DATE
Beginning of Term – Boarders Return	19.30	Sunday 18th April
Day Pupils Return	08.00	Monday 19th April
Half Term	16.30	Friday 28th May
		<i>(Boarding Houses stay open until 12 noon on Saturday 29th May)</i>
Return	21.00	Sunday 6th June
End of Term	End of Speech Day	Saturday 3rd July



Heart Attack

- Clot can block completely
- Heart muscle needs oxygen or glucose => heart attack



- ★ What lifestyle choices reduce risk?
- What medication is used?
- What are the symptoms?

K E Y
S T A F F





HEADMASTER
MR D ROBB



BURSAR
MR S WILLIS



DEPUTY HEAD
PASTORAL
MRS L ALEXANDER



DEPUTY HEAD
EXTERNAL RELATIONS
MISS S RICHMOND



DEPUTY HEAD
ACADEMIC
MR D CHART-BOYLES



DEPUTY HEAD
CO-CURRICULAR
MR D ATKINSON



ASSISTANT HEAD
PUPIL PROGRESS
MR M SELDON



ASSISTANT HEAD
CURRICULAR
MR T PHILPOTT



DIRECTOR OF
PASTORAL CARE
DESIGNATED
SAFEGUARDING
LEAD (DSL)
MISS L FIELDING

JOB TITLE	NAME	EMAIL
Headmaster	Mr D Robb	headmaster@greshams.com
Bursar	Mr S Willis	swillis@greshams.com
Deputy Head (Pastoral)	Mrs L Alexander	lalexander@greshams.com
Deputy Head (Academic)	Mr D Chart-Boyles	dchartboyles@greshams.com
Deputy Head (External Relations)	Miss S Richmond	srichmond@greshams.com
Deputy Head (Co-Curricular)	Mr D Atkinson	datkinson@greshams.com
Director of Pastoral Care, DSL	Miss L Fielding	lfielding@greshams.com
Assistant Head (Pupil Progress)	Mr M Seldon	mseldon@greshams.com
Assistant Head (Curriculum)	Mr T Philpott	tphilpott@greshams.com
Chaplain	Revd J Branford	jbranford@greshams.com

USEFUL CONTACTS

DEPARTMENT	NUMBER	EMAIL
Accounts (Billing)	01263 714505	billing@greshams.com
Exams Office	01263 714513	examsoffice@greshams.com
Health Centre	01263 712142	healthcentre@greshams.com
Learning Support	01263 714544	stephaniegates@greshams.com
Music	01263 714500	music@greshams.com
Pupil Travel	01263 714 500	travel@greshams.com
School Shop	01263 714591	shop@greshams.com

**ALL STAFF CAN BE CONTACTED VIA RECEPTION:
01263 714500
EMAIL: RECEPTION@GRESHAMS.COM**



S C H O O L
H O U S E S



H O U S E S

F A R F I E L D - B O Y S



Housemaster
Mr T Burnett 01263 714566
Assistant Housemaster
Mr G Standen
Matrons
Mrs G Lain / Miss B Spalding
01263 713838
School Map Reference: **11**

H O W S O N ' S - B O Y S



Housemaster
Mr J Hyatt 01263 714573
Assistant Housemaster
Mr D Perr
Matrons
Mrs C Dennard / Mrs S Atkinson
01263 714581
School Map Reference: **4**

T A L L I S - B O Y S



Housemaster
Mr C Cox 01263 714569
Assistant Housemaster
Mr C Oates
Matrons
Mrs J Porter / Mrs S Seery
01263 714568
School Map Reference: **33**

W O O D L A N D S - B O Y S



Housemaster
Mr J Beales 01263 714570 / 713236
Assistant Housemistress
Mrs S Knightsbridge
Matron
Mrs Z Hyatt / Mrs G Rogers
01263 714593
School Map Reference: **30**

QUEENS' - GIRLS



Housemistress
Mrs V Seldon 01263 714564
Assistant Housemaster
Mr N Colman
Matrons
C Smith / Miss A Beckett
01263 711437
School Map Reference: **13**

EDINBURGH - GIRLS



Housemistress
Mrs E Philpott 01263 714611
Assistant Housemistress
Mrs T Liberman
Matrons
Mrs M Blanchard / Mrs S Tracey
01263 711036
School Map Reference: **12**

OAKELEY - GIRLS



Housemistress
Mrs O Ravillious 01263 714572
Assistant Housemaster
Mr D Majid
Matrons
Mrs J Trela / Ms C Bowling
01263 712018
School Map Reference: **31**

ARKELL - DAY



Housemistress
Miss A Mitchell 01263 714536
School Map Reference: **27**



YOUR HOUSE AND HOW IT WORKS

HOUSEMASTER OR HOUSEMISTRESS (HSM)

Your Housemaster or Housemistress is in charge of your House. They will be the most important adult to you in your time at Gresham's.

ADDITIONAL STAFF IN BOARDING HOUSES

ASSISTANT HOUSEMASTER OR HOUSEMISTRESS

Your Assistant HSM helps the Housemaster or Housemistress with their duties in the House. They are usually resident and will take over the running of the House every other weekend.

MATRON

Your Matron is often the first port of call for any minor problems or worries; they are always there to support and look after you during the day or if you are ill. Matron is the chief provider of snacks!

RESIDENT HOUSE TUTOR

This is a member of the Tutor team who lives in the House and is another adult who is always there to support and look after you.

TUTORS

You will have your own tutor, who may not be resident in the House, but who will spend time in the House on duty once a week. Your tutor will be a



key part of your daily life at Gresham's, alongside your Housemaster or Housemistress, and it is hoped that you will develop a close working relationship with them over your time at the School. They will be the main point of contact for other staff and your parents on most matters that concern your progress and wellbeing at school. Year 9 pupils are usually tutored together as a House group; pupils in Year 10 and above will join a 'vertical' House group of about eight pupils across Years 10-13 and will usually be tutored by the same tutor for the rest of their Gresham's career.

HEAD OF HOUSE

The Head of House is a Year 13 pupil who is chosen by the Housemaster or Housemistress and approved by the Headmaster. They are responsible for the prefect rotas, arrange House events, and represent your views at the School Prefect meetings. They also help run their House and are a listening ear for all pupils.

HOUSE PREFECTS

House Prefects are Year 13 pupils appointed by your Housemaster or Housemistress. They assist the tutor on duty with supervising prep and bedtimes and generally help with the running of the House.

DOMESTIC TEAM

The cleaners in your House do much to help the House and the School and you should always treat them with the highest respect. You should help them in their job – in particular by doing all you can to avoid causing them extra work.

Your Housemaster or Housemistress will send you details of how your own House works, what the rules are in that particular House and what happens at the beginning of term. The House handbooks can also be found on the website. If you do not understand something, please contact them directly for help and information.



P A S T O R A L
S U P O R T





PASTORAL SUPPORT

WHO CAN I TALK TO IF I AM WORRIED ABOUT SOMETHING?

It is very important to us that every pupil feels that they can share their feelings with others who may be able to help while they are at Gresham's.

Usually, the best way to do this is by talking to someone in person at the School. This could be:

- A friend
- An older pupil or prefect
- A Mental Health Champion
- Your Housemaster or Housemistress
- Your Tutor
- Your Matron

- The Chaplain
- Mental Health Nurses
- Health Centre Nurses
- Any other member of staff

There may be times when you feel you cannot talk to a member of teaching staff – this is perfectly alright and natural. The School Mental Health Nurses are professionals, trained and experienced in giving advice and support about issues and problems that affect young people.

There are also two Independent Listeners to whom boarding pupils can speak to if they do not want to talk to someone at school.

CHAPEL

Gresham's has a Church of England Christian foundation but the School is open to all religious denominations. The Chaplain is always available to the pupils, and Chapel is a focal point of school life. On a Monday, Wednesday and Friday a short Chapel Service takes place, and a longer service is held on Saturdays. On Sundays there is often a service for boarders, to which day pupils and parents are most welcome. These are sometimes formal sometimes informal. Boys and girls may be prepared for Confirmation at the School. The School Chaplain is, in addition, always available to provide advice and guidance for individuals.

HEALTH CENTRE

Our Health Centre is staffed 24 hours a day, 7 days a week, aside from Sunday, when the Health Centre is shut for some of the day, but a Registered nurse is on call. We have a School Doctor, an Advanced Nurse Practitioner, and four Registered nurses; there is a doctor's clinic three mornings a week. We have two Mental Health Nurses, who are experts in their field, and to whom pupils can take problems. Pupils may also be directed to them by Housemasters or Housemistresses, through the Director of Pastoral Care, where more specialist help is needed. We have excellent links with mental healthcare specialists beyond our own team, and the School Doctor will make referrals to them if necessary. The duty nurses also run a pupil drop-in clinic called SANDI and these timings are advertised to pupils.

PERSONAL, SOCIAL AND HEALTH EDUCATION – PSHE

To prepare pupils for adult life, we run personal development courses that run throughout the School. Years 9 to 11 have timetabled PSHE lessons, Year 12 takes part in a wellbeing course as well as a full lecture programme alongside Year 13.

The School's PSHE programme covers physical and mental health, relationships, citizenship, economic wellbeing, and substance abuse. From Year 9, career options and the world of work are introduced. Included in the scheme is a programme of lectures and presentations using specialist guest speakers.

RELATIONSHIPS AND SEX EDUCATION

Health education is a major aspect of PSHE, and pupils have a right to experience it throughout their statutory education. Relationship and Sex Education (RSE) is also a major component of the School's comprehensive programme of PSHE.

We believe that most of the RSE programme is best discussed openly with teachers who are known and trusted by the pupils. Pupils are taught in mixed-sex groups and lessons are age-appropriate. The Head of PSHE sends out further information to all parents at the start of the academic year and asks for feedback via our annual consultation event.

SCHOOL POLICIES

All school policies are available for parents and pupils to view in full on the Parent Portal or on request from the Headmaster's Office: **01263 714511 or svenuti@greshams.com**

The Safeguarding & Child Protection Policy and other major policies are also published on our website.

SCHOOL RULES

The School Rules are in the Senior School Pupil Handbook and on the Parent Portal.

If you have any queries or concerns with any of these documents, please contact the Deputy Head Pastoral's office using the details below:

Mrs Lizzie Alexander: Deputy Head (Pastoral)
lalexander@greshams.com

Or

Mrs Sophie Hankinson PA
shankinson@greshams.com 01263 714251



YOUR SCHOOL DAY

- 1 Big School
- 2 Reith Block
- 3 Library
- 4 Cairns Centre
- 5 Britten Building
- 6 Auden Theatre
- 7 Dyson Building
- 8 Chapel

SCHOOL DAY

CHAPEL AND TUTOR TIME

On Monday, Wednesday and Friday, the School day starts with a short Chapel service. A longer service is held on Saturdays after lessons. On Thursday mornings, there is a voluntary service of communion at 8.00am. On Sundays, there is often a service for boarders, to which day pupils and parents are most welcome. Sometimes these are informal services; sometimes they are formal. There is also a pupil-led Christian Union.

There is time allocated on Tuesday and Thursday mornings to see your tutor both in a tutor group and individually.

THE DINING HALL

The Dining Hall is located in the Central Administration Block (CAB). The Dining Hall is where all pupils eat their meals. There is a wide choice of dishes available, including vegetarian and vegan meals and gluten-free food. Year groups eat together, but there is no strict seating plan. You are encouraged to mix with pupils in your year being mindful to ensure that no one has been accidentally left behind. If you have particularly enjoyed a meal, do please feel free to thank the Catering Staff – they do a great job for us, and it is good to be appreciated. Mobile phones are not allowed in the Dining Hall at any point in the day.



T I M E S F O R M E A L S A N D L E S S O N S

Pupils will be given their timetable and all the times of breaks and meals. However, if at any point you get confused and cannot work out where you should be, ask a member of staff or another pupil and they will help you.

T I G ' S C A F É

Tig's is the café in the Britten Building. It is open to Year 13 throughout the day to study, and although the café is not open in the evening, Sixth Form are welcome to use the social space there. The café is card only.

B R E A K T I M E S

- Breakfast: a selection of hot and cold food is available in the Dining Hall from 7.15am.
- Morning break: you can get toast and fruit from your House. The Sixth Form can visit Tig's Café in the Britten Building at break times.
- Lunch break is from 12.30pm but its start time will vary, depending on your academic timetable.
- Afternoon snack: Matron will put this out after lessons or games in the afternoon which is about 4.30pm.
- Supper is from 6.30pm and lasts for 30 minutes. The times are staggered for Year 9 – 11 and Sixth Form.

T O W N L E A V E

Pupils are allowed to go into Holt on certain days of the week. Your Housemaster or Housemistress will tell you when you may go. You are not allowed to eat or drink outside in either the town or walking

back to school and any lunchtime town leave does not replace attending meals. Most importantly, you must sign out and back into your House.

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

Roll call and registration is taken in Houses. Morning registration is at 8.10am, and day pupils must arrive at their House by 8.05am each day. Registration is also taken in the Houses after lunch (times vary on a Saturday), and roll calls happen each evening before and after prep.

P R E P

Prep for Years 9-11 is at 5.30-8pm with a 30-minute break for supper. For Sixth Form pupils, it is 5.30pm - 8.15pm, with a 30-minute break for supper.

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

Day pupils in boarding houses can leave school at 5.30pm, before or after supper or after prep each weekday evening, as agreed by your parents with your Housemaster or Housemistress at the start of the academic year. On Saturdays, day pupils can leave at 3.30pm, or after their Games/matches finish. Day pupils in Arkell House will leave at 5.30pm during the week and 3.30pm on a Saturday.

E V E N I N G S

Evening activities vary depending on the day and your House. The social space in Dave's is open Tuesday to Thursday nights and there are special events put on for Sixth Formers on a Wednesday evening. The Britten Building is also open on Tuesday to Thursday until supper time for music practice. Other activities will also take place after supper such as debating.

EQUIPMENT

BOOK BAG

Pupils in Years 9, 10 and 11 are required to have a sturdy bag to carry their books and A4 files.

CALCULATORS

The Maths Department requires all pupils use the same model calculator: the Casio FX 83 or 85 GTX up to Year 11 and the Casio CG 50 for Years 12 and 13.

The School will order the calculators in September for all pupils and add the cost to the School bill. Calculators purchased through the School will be engraved with the pupil's name.

STATIONERY

The School's Digital Strategy means that pupils are issued with few physical exercise books or textbooks but pupils will need to bring their own stationery. Pupils should write in blue or black ink and are reminded that erasable pens cannot be used in exams.

LAPTOPS

Please see the information about the School's 1:1 device scheme.

MOBILE PHONES

All pupils in Year 9 must hand in their mobile phone to their Housemaster or Housemistress at morning roll call, although Year 9 day pupils tend to leave them at home. Further detail about rules on personal technology can be found in the Mobile Device policy, Online Safety policy and the ICT Acceptable Use Agreement (pupils) on the School's website.

LOST PROPERTY

It is not a good idea to leave belongings around the School site for any length of time. If books or laptops are damaged by being left out in bad weather or because they have been carelessly stored, pupils will be charged the full replacement cost. Please make sure all belongings are named.

Items of value found such as mobile phones, jewellery and watches will be taken to the office of the Deputy Head (Pastoral).

Lost items of school uniform, games kit, files and books can be claimed from Reception. Reception will contact pupils if a named item is handed in. Items not claimed by the end of term will be recycled or given to matrons to issue as spares in houses.



GENERAL INFORMATION

RETURNING TO SCHOOL 'OUT OF HOURS'

Day pupils in boarding houses should not return to the House or School if they have already signed out as having gone home. If you do need to return for a legitimate reason, you should see your Housemaster/mistress or the tutor on duty and always sign in and out.

After 3.30pm on Saturday through to Monday morning, the Housemaster/mistress will generally only expect boarders to be on site who have opted to stay in for the weekend. Therefore, day pupils who need to return to school or boarders who have gone home for the weekend should follow the guidance above. This is to keep everyone safe and

ensure that we know which pupils are back in our care.

Day pupils in Arkell will leave at 5.30pm on weeknights but can make arrangements with their Housemistress if they need to be in school later.

TRAVEL AT HOME WEEKENDS AND HOLIDAYS

If you live between Norwich and London, it is possible for you to book tickets for the coach and train at Home Weekends, Half Terms and at the beginning and end of Terms. The coach leaves from the Parade Ground and connects with the London train at Norwich. This is booked using the travel page on the Parent Portal.

SCHOOL UNIFORM

It is essential that every pupil at Gresham's wears the school uniform, not only to appear smart but also to encourage a sense of pride in themselves and the School. Clear guidelines may be found in houses and the pupil handbook. The uniform lists can be found on our website. Pupils must wear a gumshield when playing rugby and hockey as well as shin guards for hockey.

YEARS 9, 10 AND 11

Girls may wear one set of stud earrings only. No other visible jewellery is permitted, except one plain ring on the hand. No makeup is allowed for pupils in Years 9, 10 and 11. Boys' hair should be off the face and collar, with ears showing, no shorter than grade three and not undercut or very obviously in two distinct layers. Girls must tie their hair back if longer than the top of their shoulders. Hair must be a natural colour. Please ask your Housemaster or Housemistress if you have any questions about school dress.

SIXTH FORM

In the Sixth Form you will wear your own suit. Specifications can be found in the Uniform List. Clothes must be clean, neat, tidy and in good repair at all times.

In the Sixth Form, girls are permitted to wear discreet makeup and small drop earrings rather than studs if they prefer. Boys' hair should be off the face and collar, with ears showing, no shorter than grade three and not undercut or very obviously in two distinct layers. Girls' hair must be off the face, though not necessarily tied back, unless for games or for safety reasons, such as in science labs. Hair must be a natural colour. Any pupil in any year group who feels uncomfortable with the uniform they

are expected to wear, or the rules on appearance, should first speak to their Housemaster or Housemistress who may then refer them to the Deputy Head (Pastoral). It is not and never will be the School's intention to make any pupil feel uncomfortable.

SCHOOL UNIFORM SHOP

The shop is open during Term Time and during certain weeks in the summer holidays. Please email shop@greshams.com for an appointment, or call **01263 714591**. Appointments take approximately one hour for a full uniform fitting (Years 9-11) or approximately 30 minutes for the sports uniform (Years 12-13).

The Term Time hours and school uniform lists are published on our website:

www.greshams.com/admissions/school-uniform/

Summer Term 2026 additional times

The shop will have three 'late night' opening dates during the Summer Term. Please see below for details.

Thursday 4th June	11.30am-6.30pm
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Thursday 11th June	11.30am-6.30pm
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Thursday 18th June	11.30am-6.30pm
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Sunday 21st June (Welcome Day)	8.30 - 11.00am and 1.00 - 4.00pm
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FOR OVERSEAS FAMILIES ONLY

Summer holiday opening hours - by appointment only

20 – 21st July	9.00am – 4.00pm
20 - 21st August	9.00am – 3.00pm
24th - 26th August	9.00am – 4.00pm
1st - 3rd September	9.00am – 4pm
4th and 5th September	9.00am – 4.00pm FOR OVERSEAS FAMILIES ONLY
6th September	9.00am – 12pm FOR OVERSEAS FAMILIES ONLY

We request that new pupils, and especially families living abroad, 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.

Second-hand uniform is also available, and the sales are managed through Friends of Gresham's School (FOGS). Second-hand uniform will be available to buy on the same dates and times as the School Shop is open. Please let the School Shop know in advance that you are coming so that they can get stock ready for your child to try on. Please email the second-hand shop with your requests at secondhand@greshams.com.

School Shop opening hours during Term Time:

Mondays	8.15am – 12.30pm
Tuesdays	8.15am – 3.30pm
Thursdays	8.15am – 3.30pm
Saturdays (excluding Home Weekends)	8 – 9am (by appointment only)

NAMING OF UNIFORM

The shop offers a heat pressed name labelling service at a one-off charge of £90.00 per pupil. This covers all items of **new uniform** purchased in the School Shop to be named (including socks and tights) for the entire time that your child is at Gresham's School.

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

Please note that all items of uniform, equipment and other possessions brought into school must be clearly named. Boarders must have all home clothes named.





A C A D E M I C
L I F E





AN INTRODUCTION TO ACADEMIC LIFE

At Gresham's, academic work sits at the heart of school life, and we expect pupils to engage with their learning with curiosity, ambition and a commitment to continual improvement. Our approach is grounded in the philosophy *The Accumulation of Marginal Gains* - the belief that small, consistent enhancements in organisation, study habits and intellectual engagement lead to transformational academic progress.

Our academic culture is further shaped by *The Three Cs - Character, Curiosity and Critical Thinking*, which underpin every aspect of classroom learning. Pupils are encouraged to question deeply, think boldly, and take ownership of their ideas as they grow into confident, independent learners.

We expect pupils to take pride in the work they produce; what they write, say and create reflects their developing identity as scholars. Academic staff are open and accessible - via email, Teams and in-person conversations during school hours - and pupils are in turn expected to respond promptly and check their school email accounts at least twice daily. The Tutor plays a pivotal role in this partnership, building a detailed understanding of each pupil's progress, mindset and goals. They are the first point of contact for academic or pastoral concerns, ensuring no pupil ever navigates their learning journey alone.

Strong organisation is one of the earliest and most important 'marginal gains' a pupil can make. Pupils are shown how to manage their online calendar,

track assignments through Teams and maintain an orderly system for their books, folders, device and equipment. All pupils in Years 9 - 11 are required to have a school bag that supports this level of organisation. Attentive listening - whether in House, Chapel or the classroom - is another small but positive habit that contributes cumulatively to academic success.

These notes offer an overview, but further details are available on the Parent Portal. Please do contact the School if you would like clarification or further guidance - we are always happy to help.

THE TUTOR SYSTEM

As well as seeing them informally around the House and School every day, pupils meet their Tutors regularly each week in groups and in one-to-one sessions to discuss reports, targets, choices, problems and achievements. All academic staff are attached to one of the Houses, and the House Tutor team will supervise prep and evening activities. The pupil's Tutor is the primary point of contact between staff and parents.

In Year 9, pupils are tutored in a group comprising Year 9 pupils only. In Years 10 and above, pupils will belong to a tutor group, usually of eight and comprising two pupils from each year group.

PREP (HOMEWORK)

Prep is completed in House on all weekday evenings. A prep timetable is published for Years 9-11, and pupils should develop the habit of doing the work on the night it is allocated rather than leaving it until the last minute. Year 9 prep is supervised, while older pupils work in their studies. Sixth Form pupils are not given subject-specific times for prep but are expected to organise their own time to meet deadlines. If at any time pupils are struggling to keep on top of their workload, they and their parents are encouraged to discuss the problem immediately with their Tutor.

We strongly believe part of what makes Gresham's a valuable educational experience is how our co-curricular and academic activities work together to develop engaged, curious, well-rounded pupils. Term time is busy (it is one of the reasons we have longer holidays and Home Weekends) and therefore pupils can expect to work beyond supper from time to time; this is increasingly the case as they advance through the School. Staff will be open

and sympathetic to granting reasonable extensions if these are discussed in advance, but pupils are expected to be organised, catching up either at home or after supper.

ACADEMIC REWARDS

Academic Merits are given for good work and good effort; parents can find a record of Merits on the Parent Portal. The Deputy Head (Academic) will write, often on the recommendation of teachers, personally to pupils who are performing exceptionally well, making good progress, and who are generally contributing their utmost to the academic life of the School. Certificates of Academic Achievement, signed by the Headmaster, are awarded to pupils who are demonstrating academic leadership or sustain very high standards. The Headmaster will congratulate the pupil personally and the certificates are usually awarded in Chapel. Academic prizes for the most deserving pupils are awarded on Speech Day.

SANCTIONS

It is important that pupils develop the necessary rigorous approach to study to make the most of their ability. Pupils who fail to hand in work on time or whose attitude is below expectation should expect to be sanctioned. The usual and immediate sanction for incomplete or late work is Detention, held on a Tuesday or Thursday afternoon. Serious breaches of academic expectations will result in a Deputy Heads' Detention, held on a Saturday evening. Supervised prep and supervised free time are additional sanctions. Pupils who fail to put in the necessary effort towards public exams may be withdrawn from the exam.

INTERVENTION CLINICS

Clinics are an opportunity for pupils to access additional learning sessions with their teachers. Pupils will be selected for Clinics based on the further support and intervention that their class teachers think they need in order to achieve the maximum of which they are capable. Clinics are not time for pupils simply to be taught again. Instead, they target pupils' specific areas for improvement and run mainly as small group sessions.

ENRICHMENT

To make the most of their time at school, pupils are expected whenever possible to be involved in the academic enrichment programme to develop their intellectual and cultural understanding. Activities range from academic societies and visiting speakers to debates and trips. Years 9, 10 and Year 12 have weekly timetabled enrichment activities in addition to these, and all year groups have academic activities within GAPS on a Tuesday and Thursday afternoon, and after Chapel on Saturday. Many of the STEAM activities take place then too. Cultural events such as music recitals and theatre performances take place throughout the term and pupils should be attending these as part of their engagement with everything Gresham's has to offer.

TRACKING AND REPORTING

Pupils are issued with two Brief Reports and one Full Report each year.

Brief Reports include a summary of whether pupils are on / above / working towards the attainment expected of them. Pupils are also graded on their Behaviour and Attitude, Effort, and Prep: A (Exceptional), B (Very good), C (Satisfactory), D (Requires Improvement). Brief Reports will include a comment from the HSM and the Tutor. Subject teachers will include a comment only if they indicate a pupil is working 'towards' their expected attainment, or if they give a 'C' or 'D' grade for any of the three categories above, in order to explain what the pupil needs to improve.

Full Reports include the same summary information as Brief Reports, along with a Predicted Grade (for pupils in Years 10 – 13) and a summative comment from each subject teacher. The Headmaster will comment on the pupil's Full Report too, as will Learning Support if the pupil receives intervention from our LS team.

Reports for pupils in Years 10 – 13 will also include **Target Grades** for each subject, following the 9-1 GCSE grading system and the A*- E A level grading system. At the start of the academic year, pupils sit adaptive cognitive tests known as Yellis for Year 10 and Year 11 pupils or Alis for Sixth Form pupils. The outcomes from these assessments produce 'Chances Graphs' that indicate the range of

possible grades each pupil might achieve for each subject they are studying. The Chances Graphs act as a starting point, indicating the percentage of pupils with similar baseline ability that went on to achieve the indicated grades. The Target Grade is therefore not to be seen as something that limits a pupil's progress or attainment; working hard can only increase the chances of them exceeding their Target Grade.

Tutors discuss grades with pupils at formal tutorials each half of Term and underachievement is likely to see pupils placed on a Progress Report, which is a supportive measure.

For pupils following the IB Diploma, the grading system used by the School will follow the agreed IB Diploma system. Each subject of the Diploma reports grades from 7-1; Theory of Knowledge and the Extended Essay are graded A-E.

The full reporting schedule is shared at the start of the academic year via the Parent Portal.

It is important that you have supplied the School with an up-to-date email address to receive your child's school reports.

PARENTS' MEETINGS

There is a Parents' Meeting each academic year for each year group, with the exception of Year 10 where there are two. Parents' Meetings are an opportunity for you to meet the teachers and the Tutor to discuss progress and potential in their subjects. These will take place online. The dates and times of these meetings are published in advance in the **School Calendar**; if you cannot attend or would prefer to meet a teacher in person then please contact the Tutor. Pupils may attend these meetings with their parents.

The booking form for each meeting is completed online. Parents are emailed the link two weeks in advance of the meeting. Five-minute periods are allocated for each member of staff, and these conversations cannot develop longer. All staff are available for one-on-one meetings throughout the year and parents should not feel they must wait for the Parents' Meetings to arrange an appointment or conversation with staff, either online or in person.



I N T E R N A L E X A M S

Pupils in Year 10 have end-of-year exams in the second half of the Summer Term. These are important in their own right as revision and preparation will consolidate material that has been covered in the year. Results may also be used for setting purposes as pupils move into Year 11. Pupils will be given time in advance to revise but should expect to spend time on their revision during the May Half Term break.

Pupils in Year 11 will have mock GCSE exams at the end of the Michaelmas Term and in the first week in January. They will be expected to spend time preparing for these during the Christmas break.

Pupils in Year 12 will have end-of-year exams in the first half of the Summer Term. These offer good indicators of progress and potential and the results from these exams will inform the School's predicted

grades for UCAS and other university entrance procedures. Pupils should be revising during the Easter holidays and can be expected to be retested if they underperform. Pupils who continue to underperform in Year 13 may be removed from entry into public examinations.

Mock exams for Year 13 pupils will be in the first half of the Lent Term, two weeks after the Christmas break.

P U B L I C E X A M S

Public exams take place in May and June. Pupils' exam timetables will be published before the Easter holidays. Dates and details for exam leave will be published then; some GCSEs will fall before exam leave starts.

IB exams usually begin very close to the start of the Summer Term.



SIXTH FORM

The Sixth Form is an exciting and fulfilling time in the School, and it is different to the earlier years. The Sixth Form offers a more varied curriculum, and pupils are encouraged to take greater responsibility for their learning, both within the classroom and throughout the day.

Sixth Form study requires pupils to engage in private reading and academic study outside of the classroom in order to develop contextual understanding of the topics within the curriculum. Pupils studying A levels have study periods, which should be used for study and not seen as free time. Year 12 pupils take their study periods in the Reith Study Centre. Year 13 pupils can take their study periods in the Library, the Dyson Building or in Tig's.

In the Sixth Form, academic life is enriched by a programme of lectures on Friday evenings, some given by speakers of national reputation. There are also academic societies in school, including a discussion forum for academic high-flyers. A level pupils may also complete the core of the IB Diploma as further enrichment, including the Extended Essay.

CAREERS AND UCAS

All pupils, but especially those in the Sixth Form, are expected to speak with our Careers Advisor to gain advice and help with their future careers. Events and speakers are arranged regularly throughout the year and pupils are informed of these in advance. Tutorial time is allocated in Year 12 to introduce pupils to the University and Colleges Admissions Service (UCAS) and the use of Unifrog. Pupils are expected to have completed their UCAS applications by the start of Year 13 Michaelmas Half Term.

The Head of UCAS oversees the process of UCAS applications from the Summer Term of Year 12 and senior academic staff also welcome discussions about applications. The School organises visits to Oxbridge colleges and other universities and, within reason, pupils are given permission through their Housemaster or Housemistress and Deputy Head (Academic) to attend Open Days at universities of their choice.

I N T E R N A T I O N A L P U P I L S A N D I E L T S

Gresham's is a diverse and international community, with pupils drawn from a range of different countries and cultures. International pupils, both non-British pupils and British boarders whose families reside overseas, are aided by the International Pupils' Coordinator who provides additional support to that offered by the House teams. Pupils can seek help in navigating homesickness, friendship issues and settling into life at Gresham's.

Frequent social events are held for the international community, offering regular opportunities to forge friendships and share experiences over tea and biscuits, and significant celebration days and cultural events - such as Lunar New Year - are marked in school. If you would like any further information, please contact Jane Corder jcorder@greshams.com.

I N T E R N A T I O N A L E N G L I S H L A N G U A G E T E S T I N G S Y S T E M (I E L T S)

IELTS is the International English Language Testing System – a qualification that many English-speaking universities around the world require. In the past few years, an increasing number of pupils from Gresham's intending to study in many parts of the world such as the USA, Italy and Switzerland as well as the UK, have been required to do this by their prospective university.

While not all universities require this qualification, an increasing number will no longer accept students who are not in possession of the IELTS qualification.

We recommend that pupils contact the admissions tutors of their chosen courses to confirm English language entry requirements in writing. In addition, those pupils who require VISAs to study should make themselves familiar with the Secure English Language Test (SELT) requirements of the UK Border Authority. The IELTS qualification is valid for two years.

The school does not charge an extra fee for IELTS lessons. The exam costs in the region of £250 with additional costs for transport to and from Cambridge. For more information, please contact mmasters@greshams.com



G R E S H A M ' S C A R E E R S

Mrs Osborne, Head of Careers, is an experienced, qualified careers adviser giving careers information, advice and guidance on next step study options. The careers role involves working closely with the Academic Deputy Head, Mr Chart-Boyles, the lead of Oxbridge applications, Mr Kinder; the UCAS coordinator, Mrs Mousley, the IB coordinator Mrs Futter and the Academic Tutors to assist pupils and parents with making informed decisions about any aspect of planning for post Sixth Form options, together with offering:

C A R E E R S O R P U P I L / P A R E N T I N T E R V I E W S

A comprehensive action plan is provided following the interview.

U N I F R O G

Working with pupils and the careers platform UniFrog brings all the available information into one comprehensive, user-friendly platform that helps pupils make the best choices, and submit the strongest applications. The platform partners with

universities and employers to further support pupils to be successful, including skills testing and a psychometric testing service.

CAREERS EDUCATION

This is provided through the PSHE / Wellbeing carousel, with Years 10 and 11 using the careers platform UniFrog. Careers lessons introduce Year 11 pupils to explore subjects and careers that will inform and inspire them for Sixth Form. Careers talks and one-to-one careers guidance interviews are provided for Year 10 pupils.

Mrs Osborne attends the Year 9 Options Evening and organises talks, linking subject learning to employment, and organises Careers trips, Interactive Careers Days and talks for Year 9 pupils.

ACADEMIC ENRICHMENT TALKS

During Term Time, the careers department organises and coordinates academic enrichment talks that take place weekly for Sixth Former pupils. These talks aim to expand and challenge knowledge and give further insight and understanding of a diverse range of subjects and current affairs.

OLD GRESHAMIANS

The careers department works closely with the Old Greshamian Club to link with Old Greshamians to help current pupils with mentoring, work experience and advice on workplace opportunities.

WORK EXPERIENCE AND PART TIME HOLIDAY WORK

Work experience, summer jobs and Gappie experiences are promoted by email, Teams, in presentations and on the Houses noticeboards.

STEAM

Mrs Osborne is the Outreach STEAM Coordinator, a role that involves organising workshops with employers from the STEAM sector. These workshops enable pupils to engage with industry professionals, helping them understand how their curriculum learning and skills connect to future employment opportunities. They also provide opportunities for pupils to build professional relationships and gain access to work experience.

Mrs Osborne organises the dedicated STEAM Week, coordinating workshops and employer visits that

encompass all areas of Science, Technology, Engineering, the Arts and Maths. She also leads the bi-annual STEAM Careers Fair, held in the Dyson Building for Years 9–13, which displays a diverse range of employment and job pathways.

BUSINESS BREAKFAST

The Business Breakfast is an annual event for Sixth Form pupils to practise networking skills and to build contacts with a diversity of business for next stage study, summer jobs and work experience.

GAP YEAR INFORMATION

Every year, we hold a Gap Year Information event for Sixth Form pupils and their parents. This annual event provides further information on opportunities for a year out, including travel, volunteering and working with communities, as well as information on potential funding options to support gap year experiences.

INTERNATIONAL STUDY EVENT

The International Study event is an opportunity for Sixth Form pupils and parents to learn about study in Europe, the USA and overseas with representatives from educational institutions discussing available opportunities.

YEAR 12 POST-18 OPTIONS CONFERENCE

The Year 12 Post-18 Options Conference is an annual event for pupils and parents, offering a series of talks covering a wide range of post-18 pathways. These include presentations from universities (including Oxbridge), degree apprenticeships with employers, medicine pathways, gap year programmes, the Armed Forces, creative industries, music pathways and opportunities to study abroad, including in the USA, among others.

UCAS DISCOVERY MORNING

The UCAS Discovery Morning is an annual event held at the Norfolk Showground which all of Year 12 attend to have the opportunity to meet universities and ambassadors and degree apprenticeship employment opportunities.

THE CAREERS OFFICE

The Careers Office is next to Tig's Café in the Britten Building. Please email Mrs Osborne at sosborne@greshams.com to arrange a meeting.



T H E L I B R A R Y

The Library supports teaching and learning across the Gresham's curriculum and is open throughout the School day from 8.30am to 7.00pm, 9.00pm in exam season. As well as providing access to a range of resources both in print and online, we offer a peaceful, quiet and comfortable environment in which to work away from distractions, with Sixth Form pupils benefitting from exclusive access to the first floor study area. There is also an extensive fiction collection designed to foster or cement a love of reading and literature. Activities, displays and House competitions are organised across the year to promote reading, tie in with wider events, and raise awareness.

Pupils receive Library induction lessons at the beginning of Year 9. Classes are welcome to visit the Library with subject teachers to carry out research, and pupils may also use the Library in free time and for study periods and prep.

As pupils enter the Sixth Form, the Library plays an increasingly important role in supporting their studies. Developing the skills required to work

independently and in an academically honest manner is a vital aspect of Sixth Form study and beyond, and we provide resources for and support with literature searching, referencing, time management, note taking, compiling a bibliography, avoiding plagiarism and more. Sixth Form pupils also have access to university level research materials through the Library's online subscriptions.

Beyond the Library collections, the librarian can purchase and request material from other sources to support coursework, Theory of Knowledge (TOK) projects, extended essays, wider subject reading, university applications or personal study.

If you have any questions, please contact the librarian: library@greshams.com

L E A R N I N G S U P P O R T

The School is committed to helping those who need Learning Support. The School accommodates pupils with special needs, and has due regard for the Special Educational Needs Code of Practice.

In the Learning Support Department, experienced and qualified teachers help pupils who have a specific learning difficulty (dyslexia/dyspraxia or dyscalculia) or sensory impairments. The department deals mostly with pupils who have difficulties with basic literacy skills (i.e. reading, spelling, writing or comprehension) or mathematics.

Whilst as much help as possible is given to developing strategies to cope with the specific learning difficulty, attention is also focused on supporting the pupil with his or her classwork, and encouraging better organisation, study skills and revision techniques.

The majority of lessons are given within the normal timetable. For pupils in Year 9 most of the lessons take place during the language options. In the GCSE years, pupils often take one less subject, giving time for individual lessons, small group lessons and supervised study periods.

The number of individual lessons a pupil receives depends upon the needs of the pupil. Pupils in Year 9 normally receive one or two individual lessons a week and these are often supplemented by supervised study time or help in small groups. For pupils in Years 10 and 11, individual lessons are still given at least once a week, depending upon each individual pupil's needs and their workload, but not all pupils will need the supervised study time. The aim is to give each pupil the help they need when they require it.

There is an additional charge for 1:1 support from the Learning Support department that is added to the school bill at the end of Term.

Pupils are normally referred for help by their previous school or parents with a recent report from an educational psychologist or specialist teacher.

Within the first term, all new pupils are tested to try to ensure that no one that needs specialist help is missed. Teachers may recommend a pupil for further testing if they are concerned with their progress. All new pupils to the school complete a screening test.

Pupils are normally tested to see whether they qualify for access arrangements for public exams in the year before they take their GCSEs, A levels, BTECs or IB examinations. Not all pupils who have help in the department necessarily require extra time and not all pupils who have access arrangements necessarily require individual help.



C O - C U R R I C U L A R





C O - C U R R I C U L A R P R O G R A M M E

G A M E S

Games take place on Tuesday, Thursday and Saturday.

In the first week of Term you will usually prepare for the season in the major sport. We strongly encourage and expect pupils to participate in the major sport each Term. All Year 9 to 10 boys and girls will start the major game for the first Half Term, unless there is a reason not to. If the pupil is not a regular member of a team or the major game is not suited to or enjoyed by the pupil after this period, alternative games options will be allocated in consultation with their HSM, Head of Sport and Deputy Head Co-Curricular.

In order to provide variety and to have competitive skills, inter-school matches take place on a regular basis at all age levels throughout the School. In addition, there are national and county competitions, and other tournaments that the School's teams have taken part in with a great deal of success, particularly in recent years. The pupils at Gresham's therefore have numerous opportunities to develop their sporting skills and talents.

The main games at Gresham's are as follows:

TERM	BOYS	GIRLS
Michaelmas	Rugby	Hockey
Lent	Hockey	Netball
Summer	Cricket	Cricket and Tennis



Shooting is a major Gresham's sport and runs throughout the year. The team is selected by the Master i/c of Shooting, in consultation with the Heads of Sport. Swimming is also very popular as is Equestrian.

Minor sports available (predominantly for Year 11 and Sixth Form options):

TERM	SPORT
Michaelmas / Lent / Summer (activity depends on term)	Athletics, Badminton, Cross-Country, Dance, Golf, Boys and Girls Football, Fitness, Yoga, Squash, Swimming, Padel and Table Tennis

A Strength and Conditioning Centre is open and we have Strength and Conditioning coaches. All pupils will have the opportunity to be inducted into the gym and year group sessions will be available during the week.

M O U T H G U A R D S F O R S P O R T

The School follows the recommendations issued by the national bodies concerning the use of mouth guards (gumshields) when pupils play sport.

They are as follows:

- Gumshields can provide useful protection against injuries to the teeth in competitive games of rugby and hockey.
- Their provision is the responsibility of the individual pupil and his or her parents.
- When worn, they need to be properly fitted.
- Gum shields are personal and should not be shared or borrowed.

The School strongly recommends that parents ensure that their children's teeth and gums are protected by the provision of a specially fitted mouth guard.

Boil in water mouth guards will not be issued from School by any member of staff. The Health Centre have a supply of TITAN once-only mouth guards, which can be fitted by Health Centre staff in an emergency.

Opro dentists will visit the School during pre-season training.

MUSIC

Music is at the heart of life at Gresham's, and we encourage every pupil to get involved, whether they are experienced musicians or simply keen to explore something new. Our broad and inclusive programme offers everything from traditional choral music to contemporary rock and pop, ensuring there is a place for every musical interest and ability.

With outstanding facilities, including our Britten Building, Recital Hall, and Recording Studio, pupils have access to exceptional opportunities. From formal concerts and choral performances to open mic nights and pupil-led gigs, music thrives in every corner of the School. Our own record label allows pupils to release their music, and regular concerts provide invaluable performance experience.

Instrumental and vocal lessons are available in a wide range of disciplines, supporting all levels from

beginners to those preparing for conservatoire auditions. Pupils can also join a variety of ensembles, including choirs, bands, and chamber groups, while additional support is offered through theory and aural sessions. As an All-Steinway School, we are committed to musical excellence, with regular masterclasses from leading professionals across a range of disciplines. Please ensure that you have completed the required forms to apply for music lessons. It's never too late to start!

At Gresham's, music is a dynamic and integral part of school life, developing creativity, confidence, and collaboration. Whether performing in the House Music Competition, a pop concert, a choral service, or a musical production, pupils are encouraged to develop their skills and share their talents. We look forward to welcoming your child into our thriving musical community. For further information, please contact Michelle Wolfe, Director of Music, at mwolfe@greshams.com.





DRAMA

The Drama Department at Gresham's operates an open-door policy, actively encouraging pupils with an interest to get involved in a way that suits them, whether that's auditioning for main school productions, applying to the National Youth Theatre or National Youth Music Theatre, working behind the scenes with our professional technical team, or pursuing a personal artistic vision by directing, writing, or performing their own work.

Drama plays an important role in life at Gresham's; pupils are invited to come along and find out what part they could play. We have a production programme throughout the year, with an annual Year 9 and 10 play in which pupils take on both acting and technical roles for a performance in the Auden Theatre.

Our school musical is open to all and is currently performed just before Easter. In addition, we have our *Page to Stage* evenings, where pupils of all ages can get involved performing scenes and monologues for plays of their choice. *Fright Night* in

the autumn is a promenade performance which takes place in the woods. In the summer, we return to the woods before Speech Day for a more light-hearted production in a stunning outdoor setting. Our Ten-Minute Play competition is also open to budding playwrights, young directors and actors and sees pupils from all year groups create and produce their own work on the Auden stage. We actively embrace opportunities for pupils to perform outside of Gresham's - most recently, for Year 9, entering the English Shakespeare Union Competition, and, open to all pupils, the Shakespeare Film Festival, which produced some amazing pieces. The Audeneers - a group of pupils who have a particular passion for theatre and want to get involved in all things Drama - offer opportunities above and beyond the co-curricular productions.

We encourage all pupils to join us on stage or behind the scenes to create a little stage magic!

For further information about the Drama Department and how you can get involved, contact the Director of Performing Arts on bhopkins@greshams.com



COMBINED CADET FORCES (CCF), THE DUKE OF EDINBURGH'S AWARD (DofE) AND SERVICE ACTIVITIES

Pupils in Year 9 follow an Outdoor Pursuits course, designed to develop skills in preparation for joining the CCF or undertaking Duke of Edinburgh's Award expeditions. They then opt to join the CCF Royal Navy, Army or Royal Air Force Sections in the Summer Term of Year 9. The aim of the CCF is to develop teamwork, self-reliance and leadership through a range of challenging and adventurous pursuits as well as military style skills appropriate to their choice of section. All cadets are taught expedition skills and most pupils choose to complete the Duke of Edinburgh's Award at Bronze, Silver or Gold levels.

The CCF offers pupils a wide range of opportunities, including climbing, biking, shooting, flying, sailing, kayaking, sports, music, lifesaving and First Aid. Cadets also have the opportunity to participate in events and trips that take place off-site and are encouraged to attend at some of the wide range of camps and courses that are on offer during their time with the CCF. A record of their service and qualifications is maintained and it is possible to achieve a range of nationally recognised awards in many areas of their service.

P R O G R A M M E O U T L I N E

The CCF and Duke of Edinburgh's Award training take place on Friday afternoons. Additional DofE training and admin sessions take place during lunchtimes and after school, and this is made clear to pupils when organised.

In Year 9 and 10 cadets follow the basic syllabus for their chosen section (Army, Navy or RAF) and all cadets are trained in teamwork and expedition skills (camp craft, first aid, navigation). All cadets will take part in field day activities, many of which take place off-site and some of which may involve an overnight stay.

In Year 11, cadets complete the advanced syllabus and then undertake leadership training with the aim of gaining promotion. Many will also undertake the Duke of Edinburgh's Award at Silver level. Cadets also complete an instructor's course with a view to becoming an NCO and taking a senior role in the contingent in the Sixth Form.

In the Sixth Form, there are further options available to those in the CCF, some focusing on specialised skills such as shooting, or on projects in engineering, such as drone construction and flying.

The CCF and DofE work closely together, with many pupils achieving credit towards their DofE through their training and roles in the CCF.

S E R V I C E A C T I V I T I E S

The Services programme takes place on Friday afternoons as an alternative to the CCF. Pupils choose an activity from a wide range of initiatives, ranging from outreach projects in the local community to conservation and gardening. There are around 25 different options which include volunteering at local primary schools, visiting the elderly in care homes, or working in Holt charity shops. There are also opportunities to volunteer within the school, such as assisting in the School Archives, fundraising for the school charity events, and creating garden spaces in the Boarding Houses.






C O M M U N I C A T I O N S
A N D T R A N S P O R T



C O M M U N I C A T I O N S

G R E S H A M ' S N E W S

We regularly post news from the School to our website www.greshams.com. You are encouraged to follow us on Facebook, Instagram and LinkedIn (search for Gresham's School).

-  greshamsschool
-  greshams_school
-  gresham's-school

T E R M D A T E S A N D S C H O O L C A L E N D A R

Term dates are included in this guide and all term dates are published online in the School Calendar. This is continually updated on our website www.greshams.com/calendar and on the Parent Portal.

S C H O O L H O L I D A Y S

Parents are requested to book trips away within the School holidays so that the educational progress of their child is not affected by early departure or late

arrivals. Parents are advised to check the school term dates before booking holidays. If parents wish to request that their child be absent from school during Term Time, that request should be made in writing to the Deputy Head (Pastoral), giving appropriate notice.

P A R E N T P O R T A L

The Parent Portal is the main location for all information and communication regarding Gresham's. As a parent, you will have instant and easy access to personalised information about your child/children, such as timetables, merits, Prep, staff contacts and the reports. You only see information that is relevant to your child and for those of you who have more than one child at Gresham's, you can access information for each of your children from the same intuitive dashboard. The Parent Portal can be accessed securely online using one username and password from your desktop, tablet or mobile device, and you will have access to this at the beginning of the academic year.

T R A N S P O R T

DROP-OFF AND PICK-UP TIMES FOR DAY PUPILS

Day pupils should be dropped off at their House before morning roll call at 8.05am Monday to Saturday. Day pupils in Boarding Houses can leave school at 5.30pm, 7.00pm, 7.30pm or 8.30pm each weekday evening. Day pupils in Arkell leave at 5.30pm. On Saturdays, all day pupils are allowed to leave at 3.30pm after games. It is crucial that a routine is established between parents and the House to ensure that there is no confusion. Your Housemaster or Housemistress will ask you to confirm in advance which collection time you will want for each day for the academic year and, once this decision has been made, the expectation will be that it will remain unchanged for that year.

BUS ROUTES

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

Route 1 – Houghton Hall, East Rudham, Fakenham, Thursford (daily).

Route 2 – North Walsham (daily).

Route 3 – Norwich near Airport, Aylsham (daily).

Route 4 – Eaton (Norwich), Taverham (daily).

Route 5 – Cambridge (weekly) – To and from Trumpington Park and Ride.

Route 6 – Suffolk (weekly) - Returning to school on Sundays from Norwich Train Station.

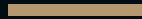
Further information is available on our website www.greshams.com/admissions/getting-to-school

CARS AND DRIVING LESSONS

Sixth Form pupils who have passed their driving test may bring a car into school under very strict rules that are designed to keep pupils safe. All cars belonging to pupils should be parked by the Facilities building. The rules on cars and driving lessons are available in the Senior School Pupil Handbook. Pupils may book a driving lesson with permission from their Housemaster or Housemistress. No lesson should ever take place over an academic lesson or other school commitment i.e. games or Chapel. It is the responsibility of the pupil to seek permission from their Housemaster or Housemistress before the lessons are booked and paid for.



P U P I L
D I G I T A L D E V I C E
S C H E M E



P U P I L D I G I T A L D E V I C E S C H E M E

In September 2023, we launched a 1:1 digital device scheme so that every pupil has access to a school-managed device for all their lessons. The 1:1 programme is part of a wider 'Digital Strategy' to ensure that pupils and teachers benefit from the most effective digital support for teaching and learning.

The School makes use of Office 365 and devices which allow users to write on the screen. These devices are provided by the School, but will be the property of the pupil as parents are charged for the cost of the laptop. The School take responsibility for the management of the device, provision of software and technical support for pupils, as well as the means to ensure that the device is used responsibly and safely in the interconnected world.

We undertook a comprehensive programme of classroom refurbishments and infrastructure upgrades in preparation for launching the scheme, which created universal classroom environments across the site.

By all pupils having the same 1:1 device and working in the same digital environment, they are all able to access the benefits of the digital environment through their familiarity with the systems and expectations.

The strategy and investment by the School demonstrate our commitment to embrace the ways in which technology can enhance teaching and learning. However, it is important that digital learning works best when it augments traditional methods and does not undermine opportunities for creativity, collaboration and the strong interpersonal interactions that are the foundation of school life. The vision is not to become a paperless school.

Further information about the strategy is given below in the form of questions and answers.

How much does the School charge for the provision of the digital device, and what does this cover?

The cost of the device provision is currently £750 including VAT (to be confirmed for September 2026), covered through a one-off charge to the first term's fee bill. It will cover the device itself, a stylus which can be used to write on the screen, set-up costs, warranty for technical faults and required software. The School will also provide a foam lined soft protective case for each device. If properly cared for, the laptop is expected to last for the duration the pupil remains at Gresham's.

The School will offer extensive support for pupils to make sure devices can be used effectively. As all pupils' work will be stored in the Microsoft cloud; problematic devices (due to any technical faults) can be "swapped" to enable pupils to continue using a device whilst their laptop is repaired.

Does the School cover costs caused as a result of accidental damage?

No. Pupils are responsible for looking after the device and the charge to parents **does not cover against any accidental damage**. We stress to pupils that these laptops belong to them (as parents pay for them in full) but are managed by the school. Therefore, we strongly recommend pupils keep the device in the protective case and in their school bag when not in use. Additional hard-back cases can be purchased from the school

shop if parents would like additional protection for the device. Items which are damaged can be repaired or replaced by the IT team at a cost, with charges being added to fee bills. Approximate costs (inclusive of VAT) are shown below:

Repair of broken screen	£125.00
Replacement of lost stylus	£35.00
Replacement of lost laptop/laptop damaged through negligence with new device	£750.00
Replacement of lost or damaged laptop with refurbished laptop (if available)	£375.00
Replacement power supply	£15.00

Laptops which suffer problems such as hardware failures will be swapped at no cost to enable pupils to continue using a device almost immediately. Some accessories, such as replacement styluses and cases, can be purchased from the School Shop.

How does the School keep my child safe when using the device?

Devices (laptops) will be issued to pupils at the start of their first Term, having been set up for use in School by our IT Department. The laptops do not allow pupils or their parents to install extra software. Software installs and updates are all centrally managed by the IT Department to ensure that there is no risk from viruses or any other problems and to ensure everything is licensed correctly. Laptops can connect to any Wi-Fi network, if the password is known. When used in School, the laptops use our filtering system (Sophos). As an added layer of protection to the filtering you may have set up in your own home, the filtering system we use in School will continue to work outside of School. We also install additional software packages enabling staff to view pupils' screens during

lessons and prep time, and to detect pupil vulnerabilities and risks by analysing digital behaviour in real-time (using keystroke technology to monitor activity). Further to this, the internet will automatically be disabled at certain times, whether pupils are boarding or at home. These times are:

- 21:30 for Year 9
- 21:45 for Year 10
- 22:00 for Year 11
- 22:45 for Year 12
- 23:00 for Year 13

Pupils' work is saved in School cloud storage, so children can continue to work past these times at home on their own devices if they wish. However, we aim to limit time on prep and ensure a reasonable bedtime. Additional filters can be set up via your home router, details of which can be found here:

<https://saferinternet.org.uk/guide-and-resource/parental-controls-offered-by-your-home-internet-provider>.

In most cases this is free, but in some instances, there is a subscription charge. To test your home broadband's filtering setup, you can use this website - <https://testfiltering.com/>.

What is the device and why did you choose it?

There are two devices – one for the Prep School and one for the Senior School.

The devices currently will have the following specifications:

- Senior School Specification: 16GB of RAM, 512GB SSD, Intel I5 or equivalent AMD Ryzen5 Processor
- Prep School Specification: 8GB of RAM, 256GB SSD, Intel I3 or equivalent AMD Ryzen3 Processor



The features of the device which make it suitable for the pupils:

- An "inkable" screen with a stylus. The pupils will be able to write on their screens.
- A web camera so pupils can participate in Teams meetings or to upload photographs of their work to their notebooks.

The specifications of the device for the Senior School are similar/better to those used by the teaching staff.

How will the School provide devices through a pupil's journey through the school?

We expect the devices to last for the duration of the pupil's time at the school, assuming they are well looked after by the pupil. The minimum we would expect them to last is 3 years, and therefore will offer to replace the device at the end of Year 11 should this be needed.

The pupils will be provided with devices as follows:

- New devices will be issued to all pupils in Year 9.
- Pupils progressing from Year 11 into Year 12 will have the option to have a new device in Year 12 (subject to paying the full device charge) or retaining their existing school laptop if it is in good working order.
- Devices for pupils leaving school, or those replacing their devices when moving up the school, can be retained for personal use as the device will belong to the pupil, provided the full cost of the device has been paid. The ICT team will need to reset the machine to remove school-licensed software, after which it can be retained by the pupil.

Will it be possible to use an alternative device?

No. The purpose of the device programme is to have all pupils working on the same device which they and teaching staff are familiar with. Standardisation of hardware and software is an important factor to ensure that lessons run smoothly because the School can guarantee compatibility with the School's infrastructure. The School

provides pupils with the training, technical support alongside the necessary software for the device to integrate with our systems and the online experience to be safe. Pupils will therefore be expected to bring the School device, charged up, to all their lessons.

Each device will be licenced with Microsoft Office 365. By mandating a device, the School can also swap, repair and support devices if there are any technical issues throughout the lifespan of the mobile learning programme.

We hope that by offering a school device the pressure on parents to choose a computer for school is removed. In addition, the laptops will have filtering and monitoring software installed to ensure our pupils are using their devices safely, as well as anti-virus and other protections to keep the pupils safe.

How will the School manage the pupil's usage of the device?

In school and at home pupils' use of the device, including access to the internet, will be filtered and monitored. Academic staff will be able to see on a screen how every device is being used in a lesson if they wish.

Each device will be part of the School's tenancy with Microsoft, and the School will make use of a software package which is designed to allow schools to cover safeguarding, support and management of all devices, including online safety. These are key reasons why pupils will not be able to use their own devices.

The digital strategy is to make use of the digital world to support effective teaching and learning. Pupils will not be working online all the time, and the use of the device will be akin to an exercise book.

How will the digital strategy help pupils?

We believe there are many benefits for pupils from experiencing some of their teaching and learning digitally. These include:

- Becoming familiar with the Microsoft 365 suite of applications.
- As a discursive and feedback tool to enable staff and pupils to have meaningful communications regarding improving work. We see the efficiency in teacher's feedback on written work as a key advantage of teaching within the digital strategy.
- Use of Teams to organise and manage work and deadlines.
- Using the stylus as a means of annotating work and teacher notes.
- Using the internet to research and develop understanding.
- Facilitating individual learning and revision as pupils will be able to revisit work easily, including from lessons they missed due to illness. We see more effective catch-up as a key advantage of learning within the digital strategy.
- Have much of their work and resources in one easily accessed space. They will carry fewer books.
- All pupils benefitting from more organised notes. We see this as a major advantage of the digital strategy.
- Use of functions within Microsoft 365 such as immersive reader and dictation.
- Access to online retrieval practice resources and other applications which will benefit learning and revision.
- Aiding the effectiveness of collaborative work.

- Recording and presenting work through the use of multimedia applications.

Devices offer the flexibility for combining digital resources, including subscription resources, online materials from the web and electronic versions of textbooks. In addition, digital learning means that departments can reduce the use of paper and exercise books in favour of digital work where it best suits the needs of teachers and pupils.

Work that is completed on paper can be captured and stored electronically alongside digital learning by utilising OneNote and the camera. We strive to offer flexibility for teaching and learning by providing a system where analogue paper and digital documents can be captured, organised, and stored so no learning is lost.

How will pupils learn how to use the device?

At the start of the year, pupils will be given some instruction on how to use the device, particularly Teams and OneNote, which are at the heart of the strategy. As they use the devices more in lessons and as they move through the School, they will be shown how to use more of the functions of Microsoft 365 and other packages, such as immersive reader and dictation.

Exams are still predominantly conducted in handwritten form. Is there a risk of degrading our pupils' skills in this area by relying more on typing and digital input?

We are acutely aware that formal examinations are still in handwritten form and as outlined above, the benefit of the device is that analogue work can be scanned and captured using the camera, digital handwriting can be inputted via the stylus, and typed work can be inputted by the full-size keyboard. It is highly likely that examinations will be digitised in the future and we are planning for this transition. However, until that point, we will maintain

full commitment to handwriting and preparing Gresham's pupils for long-form handwritten examinations. This will be reflected in the ways in which pupils work in class and prep time, and pupils' school assessments will be on paper.

How does digital learning have an impact on the management of pupil behaviour?

We have high expectations of online and offline behaviour and have systems and processes in place which monitor pupils' device activity. Teachers can monitor pupil device screens live in lessons and control the software and internet access they have access to. Screens can be closed to ensure teachers can focus attention on the front of the class when appropriate. Wireless connections on all devices allows for teachers to move freely around the classroom to manage behaviour as they would normally do. Pupils can also have their access to Teams messaging restricted if there are incidents where this causes distraction.

How do you recommend managing the battery of the device?

Pupils will be provided with a charger for the device and will be expected to start the day with a fully charged device. There are plugs available in some classrooms, if necessary, but pupils will need to learn the habit of keeping devices charged.

Will the pupils still need prep diaries?

All preps and individual work for pupils will be set using assignments in Teams. This means pupils will be able to see all their work in one place, and when it is due. They will therefore not be given traditional prep diaries. They will be able to access the School Calendar and SOCS easily and make use of the Microsoft Calendar for their own organisational purposes. Recording prep on Teams will also enable parents to see what work is being set, which can be accessed via the Parent Portal.



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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.