



ARKELL
HOUSE HANDBOOK

2026 / 27

LOCATION OF ARKELL



Arkell is situated at the top of the stairs in the Cairn's Centre.

See map number 27.



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

W E L C O M E F R O M T H E H O U S E M I S T R E S S

Welcome to Arkell! For some of you, Gresham's is a new school, and you may feel a little overwhelmed at first, so I have designed this booklet to help answer any questions you may have about Arkell and Gresham's Senior School. My vision for Arkell is to create a nurturing environment where you can flourish to reach your full potential. The key values that I lead my life by and expect all pupils in Arkell to adhere to are kindness, determination and integrity. We have a wonderful space for you to use, including a common room with comfy sofas, and a small kitchen so you will have a space to relax during break and lunchtimes. There is also a quiet room and plenty of desk space for you to work from. I look forward to getting to know you all and being a part of your journey throughout Gresham's Sixth Form.

I joined Gresham's in 2018, and I've loved being part of this school ever since. My background is in Biology, and before coming here I taught in Norwich and Fakenham. I've had the pleasure of working in both boys' and girls' houses — first as Assistant Housemistress of Woodlands and later as a tutor in Edinburgh. I'm passionate about teaching and feel very lucky to work with such fantastic pupils. Their wellbeing is at the heart of everything I do. When pupils feel happy, supported, and confident, that's when real progress happens. My daughters, Sophie and Mollie, mean the world to me, and you may spot them around school from time to time. I'm excited to help create a warm, supportive, and positive family atmosphere in Arkell, where everyone feels valued and encouraged.

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

D U T Y M O B I L E : 0 7 4 8 4 0 5 9 5 3 6
O F F I C E N U M B E R : 0 1 2 6 3 7 1 4 5 3 6
E M A I L : amitchell@greshams.com

Do contact me should you have any questions. Remember there is no such thing as a "silly question" so please just ask.



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

A member of staff will be in Arkell from 7:30am every day. Pupils should be in Arkell for registration every morning by 8:00am. Registration closes at 8:15 am. Pupils will be given a timetable with their teachers and room numbers for September.

Pupils may return to Arkell during break and lunchtime to relax and catch up with their friends. We encourage all Arkell pupils to be mindful of others so that no pupil goes to lunch on their own.

From 4:30-5:30 there are no lessons, so this is a good time to complete prep and revision tasks.

Arkell will be locked by 5:30 pm Monday – Friday and 3:30 pm on Saturdays. If pupils need to stay later, Miss Mitchell must be informed via email from their parents. Any pupils having supper will be charged, this is added to their school bill.

O U R T U T O R S

M R S C O R D E R

jcorder@greshams.com

"I am the librarian at Gresham's and have been for the last six years, managing access to resources and supporting pupils with research, referencing and other academic skills. More recently I have taken on International Pupils' Coordinator and Arkell tutor positions, roles which allow me to play a greater role in the wonderful and diverse Gresham's community. Prior to moving to Gresham's, I worked at a London University for nine years, experience which is useful in terms of supporting our pupils in successfully making the transition from school to university and beyond. I am passionate about literature, I enjoy reading a range of fiction, from literary classics, to fantasy, to horror, and everything in between. I am a sports fan (as a spectator, not a participant anymore, although I was a keen gymnast and netballer once upon a time!) and, having two young children, I now spend much of my free time chauffeuring and watching their sporting endeavors. My children have recently joined the Prep school from a local primary school and may well visit Arkell on occasion."

M R S O S B O R N E

sosborne@greshams.com

"I am so thrilled to be part of Arkell as a tutor, working alongside Miss Mitchell and Mrs Corder. I have been at Gresham's for 6 years in my role as Head of Careers, which has given me the opportunity to get to know the school systems and to build good working relationships with all the staff and become familiar with the Houses and systems. I have a lot of life experience, 16 years of which have been working in both private and state schools, plus I am a mum of three boys, so am aware of the trials and tribulations of teenage life.

I am a qualified Career Guidance and Development practitioner meeting regularly with pupils for 1-1 guidance advice on next stage studies at university or as an apprenticeship; plus give help with sourcing work experience, working closely with the OG Office and the #OldGreshamian network. My tutor role in Arkell fits well with being Careers lead, as we can support Arkell pupils and parents with next steps post Sixth Form."

T H E A - Z O F A R K E L L

A T T E N D A N C E

Parents should inform Miss Mitchell and the school office on the first day of absence and every day thereafter. Extra days during the holiday periods should be requested directly with Mrs Alexander.

A C A D E M I C M A T T E R S

I will personally be taking note of pupils' academic developments so that I can offer support and guidance. I will act as the tutor as well as the housemistress.

B E H A V I O U R

Pupils should strive to follow Gresham's code of conduct. Any poor behavior will not be tolerated and will reflect badly on the rest of Arkell.

C A R S

Pupils must have permission to drive in from Mrs Alexander. The forms to do this are on the portal. Only once this has been agreed can pupils drive and park at school. Please park in the facilities car park. Pupils should hand in all car keys to Miss Mitchell during the day to be kept in her office if they have their own car.

C A R E E R S

We have a brilliant network of OGs (Old Greshamian's) and links with lots of different businesses. Any pupils needing careers advice will be able to speak with Mrs Osbourne.

C A L E N D A R

Gresham's is a busy place and information on events is available on our school calendar [here](#).

C F B (C E N T R A L F E E D I N G B L O C K)

This is where pupils will eat lunch. There will be set times when year groups can go to the CFB, and these will be up in House. Pupils can still with friends. The school day is long, so it is important that pupils eat a good lunch and drink plenty of water.

C H A P E L

Chapel is every Monday, Wednesday and Friday from 8:25-8:45. They are like assemblies, and it is the one place in the school where we can be together as a whole community. Monday Chapel centers around celebrating sporting, music and academic achievements and useful notices are read out. Wednesdays normally involve a speaker, and Fridays are Congo where we will learn hymns. Saturday Chapel is from 11:15-12:00. You must be in your suit unless you do not have time to change for a match.

C O D E S

To give our pupils a sense of ownership and privacy there are codes on the doors. Pupils should not share these codes as visitors should be invited in.

D E T E N T I O N

These are given when pupils are not meeting our expectations. Please work hard to ensure you do not get any!

E F F O R T

Pupils will be given effort grades in their reports. I expect all pupils in Arkell to always try their best and to work hard. A grade A in reports means outstanding effort, and a grade B represents good effort. However, grade C and D inform us that pupils' efforts are inconsistent and are therefore not meeting our expectations.

E N V I R O N M E N T

Please recycle and respect the environment around us. Pupils are encouraged to be part of Team Eco which Miss King runs to help make our school as environmentally friendly as possible.

F I R E

We will have fire drills so that pupils are aware of what to do and where to go to register in the event of a fire. Our meeting point is by the white pavilion.

F I R S T A I D

Miss Mitchell is first aid qualified, and we have a first aid kit in Arkell.

G A M E S

Pupils will be required to change for games using the facilities in the gym. Any valuables should be stored in lockers. Correct Gresham's games kit is required, and pupils must only be in sports kits for games or gym sessions. A full list of kit can be found [here](#). It is important to name all your kit to avoid losing items.

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

These take place on Tuesday and Thursday afternoons. Pupils can sign up to activities via SOCs at the start of term. There are so many opportunities so please make the most of them.

H O L I D A Y S

A list of term dates can be found on the senior school calendar.

H O M E W E E K E N D S

This is when there is no Saturday school. The dates for home weekends will be in the school calendar and pupils will need to be collected at 4:30 on the Friday of home weekends.

H E A L T H C E N T R E

We are very lucky to have a Health Centre run by qualified nurses and doctors. Only boarding pupils are registered with the School GP but if you are unwell the nurse at the Health Centre will of course see you. Routine appointments, however, should be made via your own GP. This is the same for all day pupils at Gresham's.

L A P T O P S

All pupils will be given a school device that will be charge to their school bill. Only these laptops may be used in lessons. Pupils are responsible for looking after their laptops and damage will be charged for.

L O C K E R S

Each pupil will be given a locker to store valuables. Please bring your own padlock and key. Pupils will be responsible for their own belongings.

L U N C H

Year groups are given time slots when they are allowed to go to lunch in the Dining Hall, also known as the CFB. Lunch time is between 12:25-1:50. There is a huge range to choose from. Please do let us know in advance of any dietary requirements/allergies.

M O B I L E P H O N E S

Pupils can bring these to school, but they must not be used in lessons or around the school site. Pupils should leave their phones in their lockers or in the Arkell office. Further guidance can be obtained in the Pupil handbook.

M E D I C A T I O N

No medicines may be kept in your possession. If you arrive with new medication, please go straight to Miss Mitchell so we can organise things. There is a self-medication form that allows you to self-medicate certain medicines if you are deemed competent to do so. No medicines may be shared with anyone else. Medicine can be administered by Miss Mitchell or a member of staff in the Health Centre.

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

M E N T A L H E A L T H S U P P O R T

We pride ourselves on the open dialogue we have around mental health. If pupils are concerned, then they are encouraged to begin that conversation with a trusted member of staff so that the appropriate avenue of support might be agreed at the School's Welfare Meeting. This may take the form of a conversation with a teacher or Miss Mitchell rather than immediate referral to either Kate or Elliot, who are our brilliant full-time mental health nurses. Pupils should also be aware of the HELP posters which can be found on the back of toilet cubicle doors in the House and most noticeboards. These offer phone numbers for the Independent Listener, the DSL Team here at the Senior School and various national organisations. There is also a reporting button which pupils can use on their School Dashboard should they wish to report a concern about themselves or another pupil. Finally, there is the School's SANDI Clinic (STUDENT ACCESS NURSE DROP-IN) which is open to all – no appointment required – from 5-7pm on a Wednesday evening. We routinely impress upon pupils the need to look after their mental health and to share, rather than bury, their concerns!

M E R I T S

Pupils are awarded these for good behavior and work. There is a merit cup that the Houses compete for, and Miss Mitchell is very competitive. Each week the pupil in Arkell with the most merits will be given a reward!

M O N E Y

Pupils are recommended to bring a card rather than cash to school if they wish to buy drinks and snacks from Tig's or tuck from the Arkell tuck shop. Sometimes there will be charity events such as bake sales in school so it is always handy for them to have a card for payments.

M U S I C

The Music Department offers lessons in a large range of instruments as well as Music Technology and Song Writing. If you already play an instrument, why not join one of the Ensembles or Choirs?

R E P O R T S

Pupils will be given reports, and they will be sent home to parents. These reports help to monitor academic progress as well as effort grades.

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

This takes place at 8:00am and 1:50pm in Arkell. Pupils must let me know if they are missing registration for any reason. Persistent lateness to register will result in sanctions and these can be found on the school's website.

P A R K I N G

Please park in the facilities car park.

P R E P

Pupils will be set prep by their subject teachers. They must ensure this is completed on time and should contact their teachers if there are any issues. Prep is set via Assignments on Teams. Although pupils do not stay for prep, they must be expected to complete a few hours of prep each evening.

P R O B L E M S

No problem is meant to be endured. You must find Miss Mitchell to talk to so that the problem can be addressed. Everyone has the right to be happy and enthused with their experience at Gresham's and in Arkell; but if you prefer, talk to a school prefect, a trusted pupil, to a teacher or another member of staff. We also have our school Mental Health Nurses in Kate Policott-Reid and Elliot Robinson. Arrangements to meet with one of them can be made through me or via the Health Centre if you prefer.

S I G N I N G I N / O U T

Pupils are required to sign in and out of Arkell House, so we know their location in case of an emergency. If pupils visit other boarding houses, they must also sign in and stay in common rooms and kitchens.

S T U D Y P E R I O D S

Sixth Form pupils will have study periods. Year 12 pupils will have study periods in the library, supervised by Mrs Corder. They are not permitted to work in other houses or in Tig's.

S O C S

This is an online platform that both pupils and parents can use. It will inform you of any fixtures, times and locations. Pupils should use this to sign up to their Sport sessions and GAPS.

S N A C K S

The school day is long, so we recommend that pupils bring in or buy snacks at break times from the tuck shop. There are tea and coffee making facilities in Arkell.

T I G ' S

Tig's is a café for Sixth Form only. Year 12 are only permitted to use this during break and lunchtimes. At break fruit and biscuits are provided with tea and coffee. Pupils can also buy cakes, toasties and posh coffee! Please note that Tig's is cards only for payments.

T O W N L E A V E

Sixth Form pupils are permitted to walk into Holt at various times in the week. The town leave times are updated each academic year. Information on this can be found on our Arkell noticeboard.

T U T O R T I M E

Pupils will be given tutor times every Tuesday and Thursday morning. Each pupil will also be given regular 1:1

meetings with their tutor. If there are any questions or concerns, then Miss Mitchell will either be in her office or in her classroom, if teaching (Dyson building 0.24).

U C A S

Those pupils wishing to move onto University after Gresham's will start their UCAS process. They will be given plenty of guidance from Mrs Mouseley and the Arkell Team who will support them through the entire process.

U N I F O R M

Sixth Form pupils are required to wear suits. Please see the uniform list [here](#) and ask any questions if you are unsure.

V I S I T O R S

We encourage our pupils to invite their friends from other houses into our common room during break and lunchtimes. They are also welcome to visit other Houses. All visitors must remember to sign in and out for fire safety purposes. Pupils from Arkell must remember to sign into the other boarding houses if they visit and are not permitted in other pupils' rooms.

V O I C E

Your ideas and concerns matter. We want to make your experience at Gresham's a happy and positive one. We will have an Arkell forum where you can express your thoughts and ideas for how we can improve the House. This is run by prefects, Mrs Osborne and Mrs Corder. There is a Dining Hall Committee which meets to discuss ideas and feelings on the food served in the CFB. There is also an anonymous feedback box you can use if you wish to communicate any concerns or ideas to Miss Mitchell.

Y O U !

Most importantly, think about the impact that you, as an individual, want to have. Your actions, work and ideas can all make a huge difference to yourself and others around you. Get involved in all Gresham's has to offer, show leadership skills and challenge yourself. Be the best version of you!







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

01263 714500

www.greshams.com

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