



EDINBURGH  
HOUSE HANDBOOK

2026 / 2027

# L O C A T I O N O F E D I N B U R G H

If coming from Holt, take the second left after the bridge on the Cromer Road; if driving from the A148, take the fourth turning on your right, signposted Auden Entrance (and opposite the small housing estate). We are the building on the right as you turn in.

Please use either the carpark behind the House (first right after you leave the Cromer Road, behind the fencing) or the car parking spaces next to the Jubilee Field at the front of the House.

*See map number 12.*



- |                  |   |                     |   |
|------------------|---|---------------------|---|
| 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 T O  
E D I N B U R G H H O U S E !**

*A very warm welcome to the Edinburgh House family. I am delighted to be joining Edinburgh this year and feel very privileged to be part of such a special community. I will be living in the adjoining property with my husband Tristan and children Ezra and Jemima. In Edinburgh, we strive to create a nurturing, friendly and happy atmosphere where all our girls' talents and interests are valued. We are keen to support our girls' ideas and encourage them to make the most of every opportunity available to them. As a House, our ethos is to be kind, inclusive and supportive, and to foster a strong sense of belonging. We are very proud of our strong House spirit and of the friendships which are made across and between year groups. Edinburgh is a place where girls are encouraged to be themselves, to grow in confidence, and to feel at home. I very much look forward to welcoming you and your daughter into our community.*

*Mrs Philpott*

## T H E H O U S E T E A M

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There are lots of people who are here to help you to settle in.

You can contact the Edinburgh duty phone – carried by the staff member on duty – on **07833 206443**

### H O U S E M I S T R E S S

Mrs Philpott

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

07795 067013

As Housemistress, I have overall responsibility for the girls in the House and for the Edinburgh House team. I am the main point of contact for you and your parents. Your happiness, wellbeing and progress is my primary concern; I have an overview of all aspects of your life at School. I am here to help with any matters of concern; my office door is always open. If you cannot find me in Edinburgh you can probably find me in the Dyson building where I teach Biology, or you can message me by email or via Teams. There will always be at least one member of staff on duty in Edinburgh – their names can be found on the duty noticeboard as you enter the House. I love cross-country running, walking and being creative. We love living in North Norfolk and the Edi team and I look forward to taking you on local trips to explore this beautiful area.

### A S S I S T A N T H O U S E M I S T R E S S

Mrs Liberman

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

07833 206443



Mrs Liberman, Assistant Housemistress in Edinburgh, is very much involved in the day-to-day running of the House. Mrs Liberman is Head of Swimming; she has worked at the school for over 20 years. She loves getting involved in all aspects of School life, she is a CCF officer in the Army Section and loves going to Bisley with the Rifle Club. Mrs Liberman is incredible at baking and cooking treats for the girls; she helps to organise and run our House trips. Mrs Liberman and her husband Nathan live in Edinburgh. She can be found in the House or at the swimming pool. She is always available for a chat.

## **R E S I D E N T   H O U S E   T U T O R**

Ms Churchill is our Resident House Tutor. She supports Mrs Philpott and Mrs Liberman in all House matters. She is on duty sometimes at weekends but is generally around and about the House. She is Head of Geography and lives in Edi with her children. You are very welcome to see her in Edi or in her classroom in Big School.



## **H O U S E   M A T R O N S**

Melissa and Sandy  
[edinburghmatron@greshams.com](mailto:edinburghmatron@greshams.com)  
07833 206443

In Edinburgh we have two Day Matrons who share the role of caring for our girls, including their health, wellbeing and domestic matters. Matrons Melissa and Sandy cover the House from 08:00am to 17:00pm Monday- Saturday. Their office is in Edinburgh on the ground floor. Our matrons are kind, supportive and excellent at supporting the girls pastorally.

## **C O N T A C T**

If you need to speak to a residential member of staff and they are not in the boarding House then girls are asked to ring the doorbell of their residence and await a response. No student can enter staff residential accommodation; instead, we will always speak with you in the duty office or the boarding House.

## **A C A D E M I C   T U T O R S**

You will be assigned a Tutor who is a member of the House team. Our tutor groups are small, and a great emphasis is placed on one-to-one tutorials to help guide and support you in your learning. Mrs Liberman and Mrs Challis tutor our Year 9 girls. Girls then join vertical tutor groups (years 10-13) for the remainder of their time at Gresham's. Our tutors oversee prep time in Edinburgh (17:30-20:00pm) and the evening routine (20:00-22:10pm). Our tutor team includes: Miss Cann, Teacher of Psychology; Mrs Challis, Head of Spanish; Mr Girling, Head of Performance and Vocal Studies; Mrs Crane, Teacher of English; Dr Hammond, Teacher of French and Spanish; Mrs Liberman, Head of Swimming; Mr Stromberg, Teacher of Maths; Mrs Thomson, Teacher of Learning Support; Ms Churchill, Head of Geography; and, Mrs Wolfe, Director of Music. Your tutor will also advise you on cocurricular and pastoral matters and will contact home termly to ensure a continued dialogue on how best to support your academic and personal development.

## HOUSEKEEPING STAFF

Linda, Mandy and Angie are our Housekeeping staff. They work in Edinburgh every weekday morning. They are a brilliant team who work hard to ensure that the House is clean; the Edinburgh girls are expected to keep their rooms and the public areas tidy to help our housekeeping team.



## KEY CONTACTS

<p><b>Mrs Philpott</b>  <a href="mailto:ephilpott@greshams.com">ephilpott@greshams.com</a>          07795 067913</p>	<p>I am the first person to contact regarding: authorisation for boarder absences and confirmation of boarder holiday plans;          Boarding queries including additional overnight stays;          Day girl absences for illnesses and appointments, requests for School absences for family events;          If your daughter is not able to attend School please contact myself and <a href="mailto:attendance@greshams.com">attendance@greshams.com</a>          Any matters of academic, cocurricular (sport, CCF, Drama, music) or pastoral concern – these can first be raised with your daughter’s tutor or I can help you.          Replies to attending House events and socials;          Requests for a meeting or phone call;          For Matron queries outside of Matron working hours (please see below)</p>
<p><b>Matrons Melissa and Sandy</b>  <a href="mailto:edinburghmatron@greshams.com">edinburghmatron@greshams.com</a> or          by phone on 07833 206443</p>	<p>Contact with regard to your daughter’s medical, medication and health needs, including requests for boarder dental, optician and medical appointments;          Off Games requests;          Missing belongings;          Please note that Matrons work 08:00am-17:00pm Monday- Saturday</p>
<p><b>Mrs Liberman</b>  <a href="mailto:tliberman@greshams.com">tliberman@greshams.com</a>          When on duty on 07833 206443</p>	<p>Please contact Mrs Liberman and Mrs Philpott regarding any changes to boarding patterns on a Sunday;</p>
<p><b>Your daughter’s tutor</b>          Your daughter’s tutor will email their contact details. When on duty on 07833 206443</p>	<p>Your daughter’s tutor is the first point of contact with regard to any academic, cocurricular (sport, CCF, Drama, music) or pastoral concern.          Mrs Philpott works closely with the tutor team regarding any concerns which they raise.</p>



**A W E L C O M E F R O M O U R Y E A R  
1 3 - Y O U R B I G S I S T E R S !**

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Senior girls are given positions of responsibility in the House. We have a team of Year 13 Prefects – your ‘big sisters’ - who supervise prep, take roll-calls and help with bedtimes. They are keen to support you in all aspects of your school life. You may also be buddied with a girl from another year group who is closer to your age and will help you to settle in the House and School.

**A W E L C O M E F R O M Y R 1 3 !**

Hi everyone, we are going to be your year 13 next year. We are super excited to meet you and to welcome you into the House. Edi is a really fun House to be in and very homely, the girls are kind. We will be your ‘big sisters’, so any problems or concerns you have, please always come to see us. We happy to listen and help. Have great summer and see you in September!

**W E L C O M E F R O M A L E X , H E A D O F H O U S E**

When I first arrived at Edi, I was welcomed with such kindness that I immediately felt comfortable. The support and friendships I’ve found here over the different year groups have made my time at Edi truly unforgettable.

**W E L C O M E F R O M C H A R L O T T E , H E A D O F S C H O O L**

Having now been a member of such a warm community for 4 years now, I feel as though I have developed a strong understanding of what qualities make a true Edinburgh girl. I can honestly say that there has never been a time where I have felt un-welcomed, unsafe or isolated around the house and this is because there is such an extensive support system and kind atmosphere.

**W E L C O M E F R O M A M E L I E , S C H O O L P R E F E C T**

Edi is such a special place as there is such a strong sense of community and friendship between all the year groups and it is a welcoming environment for everyone coming into it, even for the first time.

I feel so lucky to be in Edi as I know there is always someone to turn to for advice or support on even the smallest of things and I will always feel understood and valued no matter what it is.

## T H E R E S T : A N A – Z G U I D E !

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### **A D V O C A C Y**

Students can always expect Mrs Philpott, their tutor or an adult of their choosing to advocate on their behalf. They will be present in any meeting between them and the Deputy Head Pastoral, for instance, or indeed any meeting with an outside agency should they consent for me to be there.

### **A R R I V A L**

Most new students feel a mixture of excitement and nervousness on their arrival. Don't worry, many new students will be joining Gresham's and there are lots of teachers and students here to provide guidance and support. We aim to help you to settle as soon as possible.

### **A B S E N C E S**

It is very important that all absences are reported to both Mrs Philpott and Matron at the start of the School day. Please could your parents email Mrs Philpott ([ephilpott@greshams.com](mailto:ephilpott@greshams.com)) and Attendance ([attendance@greshams.com](mailto:attendance@greshams.com)) between 07:30-8:00am to report an absence. If you have an appointment during the day please can your parents email me in advance to verify your absence. If you know in advance that you will be absent from lessons, please email your teacher/s to excuse yourself and to catch up on missed work. If your parents wish you to be excused from games, please could they put this in an email to Mrs Philpott and Matron too, please. If pupils feel unwell, they must see Matron, a member of the House team or go to the Health Centre. Pupils are expected to attend all lessons and activities, and any early departures home need to be made in agreement with your parent/s as well as with Mrs Philpott, Mrs Liberman and Matron.

### **B A T H R O O M U S A G E**

You may take a bath or shower at any time during your free time – in the morning, after games, before or after prep, though we ask that you shower in advance of bedtime. You'll need to wear a dressing gown in the corridor. Matron keeps a stock of sanitary items/tights/toiletries if you need them.

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

Inclusivity, tolerance and respect for others are vital for happy community living. Edinburgh has a reputation for being a friendly and welcoming House; we all have a responsibility to ensure that it remains so. Inconsiderate behaviour, including bullying, will not be tolerated. If you have any concerns – about yourself or other girls in the House - please do speak to one of the senior girls, one of our Mental Health Champions or to a member of the House team so that we can provide help and support.

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

Day girls are welcome to board on a flexible basis when we have bed space. Please try to give at least 48 hours' notice. The cost will be added to the School bill. Flexiboarding is subject to bed availability.

## **BOARDING PRINCIPLES AND PRACTICE**

The boarding experience at Gresham's aims to meet and develop the holistic needs of each individual within a community that places the highest possible value on mutual respect, tolerance and personal endeavour. By joining us in boarding at Gresham's School we aim to:

- Help to develop confidence, independence and teamwork.
- Develop a sense of community and belonging.
- Encourage respect for others and their property.
- Teach pupils how to be mentally and emotionally healthy.
- Provide pastoral and academic support to enrich lives and enhance learning, and to guide pupils through times of difficulty.
- Develop and deepen supportive relationships between pupils, parents and staff.
- Widen cultural experience and foster good relations and tolerance.
- Provide access to and encourage participation in a wide range of activities.
- Provide opportunities to develop leadership skills and to contribute to the wider community.
- Foster an environment where bullying and harassment are not tolerated.
- Support students in times of difficulty.
- Be attentive and responsive to the wishes of pupils, involving them in decisions made about the boarding environment and practices.
- Allow boarders to feel able to share the good things in their lives while also able to turn to others for advice, counselling and support.
- Provide levels of care and safeguarding that protect pupils from risk in line with the Department for Education's aim to help children achieve more, and National Minimum Standards for Boarding Schools.

### Practice

In the first term of the new academic year, parents will receive an interim report before the Half-Term break which will outline the progress of their child; a subject report for each pupil is written by the Subject Teacher with further comment from the Tutor and the Housemaster or Housemistress.

There is a programme of weekend activities for boarders each term, with such activities taking place most weekends. We recognise that Sunday should be a day of rest and relaxation after a busy week, but wish to provide a structure for the day in which boarders may socialise, with spiritual needs met through Chapel or House-based services. These services can be formal, or very informal in nature.

We believe boarding encourages independence, consideration for others, responsibility and a spirit of camaraderie that will stand boarders in good stead throughout their lives. The friendships made will last a long time; often a lifetime.

Resourcefulness, resilience, and self-reliance are gained through boarding and through the opportunities provided by the prefect system, CCF (including outward bound activities), the Duke of Edinburgh's Award Scheme, Shooting, Drama, Music and the myriad other activities at Gresham's. These will also stand all boarders in good stead in the future, as that sense of responsibility will be the key to success in almost all future employment.

We actively stress the equal rights of all individual pupils, whatever their age, gender, sexuality or race. Although the School is a Christian foundation, and although we expect all pupils to attend Chapel, no force at all is exercised to evangelise those of a non-Christian faith.

We believe that there are many virtues inherent in boarding at Gresham's, and we strive to provide a full, stimulating, friendly but exciting atmosphere in which pupils flourish and which they miss deeply when they leave.

## **C A R S**

Sixth Form pupils are only allowed cars on site with permission from the Headmaster, Housemistress and their parents. They are not allowed to drive any other pupil without express permissions being given from their parents and the parents of the pupil who they are driving together with the Headmaster's authorisation. Please complete a 'Sixth Form Pupils Permission to Drive to School' form which can be found on, 'My School Portal'.

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

Everyone is expected to attend Chapel unless permission is sought from Mrs Philpott. Chapel acts as an assembly as well as a religious service: we love to sing in Chapel and you will hear many brilliant Chapel presentations, many by Gresham's students. Our friendly Chaplain, Rev Jack Branford, is always available for a chat.

## **C H A R I T Y**

We are keen to support charities and the girls take the lead in choosing which charity to support and how to raise funds. In the past few years the Edi girls have raised money for the following charities, among others: Aussie Arc, Big C, Cancer Research, Clic Sargent, Comic Relief, Down Syndrome International, Dreamflight, Farms for City Children, Holt and District Community Café Trust, Lord Taverner's, The Mintridge Foundation, the Norfolk and Norwich Breast Cancer Care Nurses Fund, The People's Picnic, the Opalagilagi School in Kenya, and Young Minds. Each year, we mark International Women's Day.

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

Girls are free to wear home clothes once formal activities have been completed, and at weekends, this includes Tuesday and Thursday afternoon/evening and at the weekend, after games is finished. Please limit the amount of clothing and shoes that you bring! Boarders have a bed with storage, a wardrobe and a small cupboard in which to store their belongings.

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

This refers to everything that takes place outside the classroom – there is a huge amount! You will need to sign up for an activity and, from Year 10, for either the CCF (Combined Cadet Force) or Services. In addition to this, we urge you to make the very most of the opportunities on offer at School; you never know where they might take you! A recent Edinburgh student first took up shooting in Year 9. By Yr 12 she was representing her country!

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

You can contact your family and friends during times that you have your phone (please see these in our mobile phone policy below). There is wi-fi access around the School and in the boarding house. Girls are welcome to use the office phone in privacy. All students are provided with an email address which can be accessed from any of the school computers and by smart phone (see more information on our phone policy below).

Do encourage your family and friends to send you letters and postcards as well as to communicate electronically. Post is delivered to Edinburgh daily and is placed outside the duty office for collection. Our address is: Edinburgh House, Cromer Road, Holt, Norfolk, NR25 6DZ

#### **D A Y G I R L S D R O P O F F A N D G O I N G H O M E T I M E S**

Day girls, please be dropped off by 08:00am. Morning roll call is at 08:05am. If you are late, then please sign in at Reception. You can be collected from 17:30pm. We encourage you to stay at School to complete your prep, as there is much support on offer.

#### **D O O R S**

There are two main doors to enter the boarding house – both are biometric access (prints will be taken when you arrive). The doors are alarmed overnight.

#### **D R I N K I N G A L C O H O L**

The School alcohol policy outlines in detail in the circumstances under which alcohol can be served and the quantities that can be served. Only Sixth Form pupils, over the age of 16, may be offered alcohol, served with a meal, and under staff supervision at House or School functions. No pupils are permitted to bring alcohol onto the School premises or to keep alcohol at School; those who drink illicitly are sanctioned by the Deputy Headmaster.

#### **E T H O S**

In our Edinburgh family there are strong friendships across the year groups; there is a high level of integration between day girls, weekly and full boarders. The girls are kind and considerate to each other and support each other. We value endeavour – hard work and determination- in all areas of school life. We encourage you to seize opportunities and to make the very most of your learning! We want to help you to develop your existing talents and to encourage you to discover and thrive in new ones! We have a strong House ethos and spirit and are very enthusiastic supporters of each other in interhouse competitions! We have a homely House which the girls enjoy spending their free time in.

#### **F I R E S A F E T Y A N D F I R E A L A R M S**

Every precaution must be taken to guard against fire. The House has a fire safety policy, which you will be told about; fire drills take place to ensure that you are aware of the evacuation procedure. There must be no naked flames (lighters, matches, candles, etc. are prohibited) and nothing should be placed over or near to the desk, bedside or ceiling lights. Our fire assembly point is in the Edinburgh House garden.

#### **F O O D A N D M E E T I N G Y O U R D I E T A R Y N E E D S**

We love our food in Edi! We enjoy making homemade treats such as apple crumble, cakes, scones, biscuits, smoothies and lollies. The School require you to attend all meals in the CFB (Dining Hall), including breakfast for boarders (you need to be there by 07:40am). Food should not be prepared during lesson time/study periods. However, snacks are available to eat in House in your free time. We also have a tuck trolley which is popular and our girls enjoy regular breaktime treats! Please do wash kitchen items and tidy surfaces after use. As a House we are committed to meeting the dietary, medical and religious needs of all in our care. Such needs can be made clear to Housemasters and Matrons by parents or the students themselves at any stage during the academic year, and we will support you in House and liaise with the School caterers on your behalf.

## FORUM / STUDENT VOICE

Edinburgh girls are at the heart of our decision making. We are always keen to hear your views. You can suggest ideas/feedback to the House Forum, which meets once every half term (two representatives per year group) or put your comments in the 'Chit Chat' or to Mrs Philpott in person. We also have student representatives on a number of School student bodies: representatives for the year are published in House. The girls also make decisions about the House at our regular House Assembly. Likewise, we want to hear about any concerns, anxieties or complaints that you might have so that we can help to address them. You can express ideas, thoughts or complaints to the following individuals at School:

Your Academic Tutor
Your Assistant House Master/Mistress or a Resident Tutor
Your House Master/Mistress
Mr Cox (Head of Boarding)
Miss Fielding (Director of Pastoral Care)
Mrs Alexander (Deputy Head Pastoral)
Mr Atkinson (Deputy Head Co-Curricular)
Mr Chart-Boyles (Deputy Head Academic)
Mr Robb - (Headmaster)

You can also talk to our Head of House and prefect team. You might also speak to your 'Big Sister'. We also have representatives for: The Overseas Pupils' Forum, the Diversity and Inclusion Committee, Weekend Activities, The Dining Hall Committee and the School Council who will seek your views and insights.

In the event of a complaint being made you should expect an acknowledgement within 24 hours of it being raised and a time-frame by which you can expect a more detailed/considered response – allowing opportunity for full investigation. Your complaint will be held in confidence insofar as no-one is at risk of harm or if such confidence would hinder a proper investigation of the issues. If you are then unhappy with the outcome, or with how the complaint has been handled, then you should raise this with Mrs Alexander.

## GAMES

There are fantastic games options and facilities at Gresham's; we hope that you will very much enjoy your Games (sports) sessions. Junior girls have a programme of games to follow; girls in the Sixth Form have some choice over their games options. You sign up to your games options at the start of each term. Should you not be able to participate due to illness or injury you will need permission from Matron or Mrs Philpott. This must be communicated to the member of staff taking your games session via email, with the Matron or Mrs Philpott copied into the message. If your parents/guardians wish for you to be 'Off-Games' for any reason, they should put this in writing to Matron. Only regulation games kit should be worn. Our girls have a very strong House spirit and really enjoy the camaraderie of participating in interhouse sporting events.

## **G O I N G   H O M E / G O I N G   O U T**

We follow strict protocols about girls' overnight absences. Girls need to ask Mrs Philpott or a member of the House team if they want to go home outside of their expected boarding pattern. Ordinarily, girls remain in School throughout the working week and are only absent on a Saturday and/or Sunday overnight. There may be the opportunity to stay with local friends overnight. Please ensure that, when invited to someone else's home during the weekend, I have received explicit permission, in writing, from the host's and guest's parents. As such, notice is expected by the Thursday of any given week so that I have sufficient time to ensure that I have the relevant permissions. This must clearly state that the host takes full responsibility for your wellbeing. I need to know what time you will be leaving and when you will be back. We ask you to fully abide by these conditions. I have to be assured that your needs will be met and that you be well-looked after. Only once the above is met will consent be given. Any abuse of these conditions will result in future permissions being denied. If you are not on top of your work then any such requests may be denied.

## **G U A R D I A N S H I P**

All overseas students must have appointed a Guardian. This is someone who should live within a two-hour driving distance of the School and who assumes the responsibilities laid down by the School's Guardianship Policy. I will be in regular contact with your Guardian to ensure that they are invested in your education and wellbeing, and will ensure that any arrangements they make for your care over the holidays and home weekends are suitable and in line with your needs. I will also ask about your relationship with your Guardian and your experience of any time spent with them, or with a host family.

## **H E A L T H   A N D   W E L L B E I N G**

If you are feeling unwell or need medical support, you must see Matron. If she is not available, please see Mrs Philpott or the staff member on duty. Matron can make referrals to the Health Centre and arrange visits to the Doctor. She can also organise visits to the dentist or optician, though, where possible, these appointments should be made in the School holidays. If you take medication, you must tell Matron, who will then decide whether it is suitable for self-medication (if so, you will need to sign a self-medication form). These medicines must be locked away safely. Please do not bring any home remedies: medicine has to be administered by the House team. No medicines can be shared with other pupils.

## **H O M E S I C K N E S S**

Homesickness can affect anyone to a greater or lesser degree – we are here to help. Try to keep busy – especially during the early morning and in the evening when homesickness can be worse. Try not to contact home all the time – it can make you more unsettled. It is important to try to build connections and friendships in the House, and to embrace the support on offer here. Homesickness is horrible; we are here to support you, so please do talk to the House team, your big sister, buddy or our prefects.

## **H O M E   W E E K E N D**

Our first home weekend takes place Friday 25th September 16:30pm-Sunday 27th September 21:00pm (with some girls returning by 08:00am Monday morning). The House will be open and activities organised if you would like to stay. The cost is added to your School bill. Mrs Philpott will confirm your plans with you and will help you to seek the appropriate permissions required.

## L A P T O P   A N D   T A B L E T S

Most students have personal devices which are connected to the network but can only be used during certain periods of time. They must be registered with the IT Department and can use wireless around House. Misuse of your personal devices (e.g. watching a film in Prep/after lights out/being taken to lessons) will result in their removal for 1 day. If misused again, the removal times increase. Please label all such items and put security codes on these (do not share these with others). Ensure that you are sensible with these devices and do not leave them logged on and unattended. Be smart when online and always consider what you are sharing, and with whom. All students agree to an 'Acceptable Use Policy' and will face appropriate sanctions for inappropriate use of technology. Be aware that a full internet report is available to pastoral staff on a daily and weekly basis. This tells us precisely which sites are being accessed, when and for how long. All devices being brought into House must be disclosed to the Housemistress and must not contain harmful or offensive content. Only the school issued device is allowed to go to lessons and this should be the primary resource for academic work.

## L A U N D R Y

Laundry is sent out on a Tuesday and Friday morning. It is also returned on a Tuesday and Friday morning. So, if you put your clothes in on a Tuesday, they will normally be returned on a Friday. Each boarder will have either a box or shelf for returned laundry.

It is a good idea to have a spare uniform kilt and enough uniform shirts to cover this time. Bed linen is changed once a week (Thursday) and is sent to laundry on a Friday morning.

**It is essential that all clothing/own bed linen/towels are clearly labelled.**

However, underwear/socks/tights are laundered in house by Matron. You will be issued with a net bag to use for this. All you need to do is leave the bag in the laundry. Matron will also launder sports kit if you need items urgently.

All boarders are issued with a laundry bag in your rooms. If you need any help, please see Matron.

## M E N T A L   H E A L T H

The House and tutor team are very much here to support you and we encourage you to seek support with any mental health concerns. Among others, we encourage you to talk to a member of the House staff, to one of our Mental Health Champions, to your 'Big Sister' or to a buddy or prefect. In addition, we have members of staff who you can speak to in confidence. Their names and contact details can be found in posters around the House and include nurses in the Health Centre who run regular SANDI (Student Advice Nurse Drop In) and our Mental Health Nurse, Elliot Robinson ([erobinson@greshams.com](mailto:erobinson@greshams.com)). We also have independent listeners who our boarding pupils can talk to if they do not want to talk to someone at School.

## M O B I L E   P H O N E   U S A G E

Mobile phone usage is outlined in the Student Guide. Year 9, 10 and 11 phones are taken in during the School day, with boarders having access to their phones after prep in the evening. Year 12 and 13 are allowed to keep their mobile phones in their room but must hand them in during prep time and by 22:00pm each night, collecting them at morning roll call.

## **PERSONAL POSSESSIONS AND POCKET MONEY – WHAT TO BRING**

Do make sure that all of your personal belongings, including your clothes, are named. Please do not bring any items that are of real financial or sentimental value into school. Do limit what you bring too, particularly clothing, shoes and toiletries. We ask that the girls only bring enough toiletries to fill an L-38cm x W-27cm x H-15cm box.

Remember to security mark expensive personal possessions and to insure them on your parents' domestic insurance policy. Do not leave any money or valuables unattended in your room unless they are in your locked cupboard. If you do lose something, please do let me know straight away. We ask that no one enters another girl's room if the occupier is not there, nor borrows anything without asking permission first. The Admissions Office will have supplied you with a list of clothes and essential items to bring to school. In addition, the following may be of use:

- **Bedding**

The House provides you with all the bedding that you need but you may bring your own duvet cover if you prefer – as long as it can be machine washed and it is clearly labelled!

- **Clothing**

We recommend the following amount of clothing for boarders: winter coat, rain coat, 2 x pairs pyjamas, dressing gown, 3 jumpers/hoodies, 3 long-sleeved tops, 3 short-sleeved tops, 3 pairs jeans/trousers, a smart dress for formal occasions, 2 skirts, a swim suit, a maximum of four pairs of shoes. 2 x towels, underwear.

- **Electrical items**

You may bring laptops, desk lamps, mobile phones, hairdryers, straighteners and chargers: these must be in good working order. We ask for straighteners to be left on heat mats. Please do not bring any other electrical items. Only battery-operated fairy lights can be used to decorate rooms. LED strip lights should be stuck on pin boards and not on the walls.

- **Medicine**

We follow strict protocols with the administration of medicines. Please do not bring any paracetamol or ibuprofen-based products or any non-prescribed medication. All prescribed medication must be given to Matron on your arrival. Girls can only self-prescribe medication if this has been approved by Matron and a self-medication form has been completed. Should you be permitted to self-administer medicine, then please lock it away securely so that no one else can gain access to it.

- **Padlock**

All girls have a lockable storage area but all girls are required to bring a small padlock; leave the spare key with Matron! Most boarders bring a lockable 'tuck box' – this is most useful for small personal items. The HsM stores passports.

- **Pocket Money**

There is access to banks in Holt and most pupils have a bank account with debit card. Bank accounts can be opened online. We'd recommend £250 per term for boarders.

- **Storage**

Please be aware that we have limited storage space in Edinburgh. Whilst we can store the girls' suitcases and personal items in School holidays we do not have the space to store additional luggage and personal effects long term.

## **O U T O F B O U N D S**

Pupils must not leave the House before 07.00am or after 22.15pm without the Housemistress's permission. The Cromer Road between Edinburgh and the Parade Ground is out of bounds. Other towns or villages are also out of bounds. Pupils are allowed into Town at certain points of the week and the girls enjoy their 'Town Leave'. Further details about where they are permitted to go and the timings for Town Leave are published in House.

## **P R E P T I M E**

We expect a studious atmosphere during prep time. Every girl has a desk – the year 9 girls share a prep room, the other year groups work in study bedrooms. We use the prep room and study bedrooms for independent, silent study. Collaborative work is undertaken at the kitchen, kitchenette or Common Room tables if the duty staff member allows. Staff members and subject mentors provide academic support.

## **P R O B L E M S**

The House and tutor team are very much here to support you. Among others, we encourage you to talk to a member of the House staff, to one of our Mental Health Champions, to your big sister or buddy or to a prefect. In addition, we have members of staff who you can speak to in confidence. Their names and contact details can be found in posters around the House and include nurses in the Health Centre, and Elliot Robinson, our Mental Health Nurse ([erobinson@greshams.com](mailto:erobinson@greshams.com)). We also have independent listeners who our boarding pupils can talk to if they do not want to talk to someone at School.

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

If you know that you will be absent from a roll call please tell Mrs Philpott or the duty member of staff in advance, and sign out. Registration takes place at 8: 05am as a House every morning in the common Room and rolling roll-call in the House kitchen between 13:30-13:55pm every lunchtime. We have roll call in the Common Room twice each weekday evening at 17:15pm and 19:45pm. Girls are expected to be punctual. Day girls, if you are late to school in the morning, please sign in at Reception.

## **R O O M S**

Your room is your own private space. Staff on duty will knock on the door before coming in. To respect the privacy of others we ask that you do not enter their rooms without them being there.

## **S I G N I N G O U T**

If missing a roll call or if leaving the House after 17:30pm and at the weekend, you must sign out in the 'sign out' book in the entrance foyer. You need to sign out when you leave and sign in when you return. You need to give your precise destination. It is crucial that we know where you are for your own safety. If you want to leave the School grounds during the weekend you must seek permission from the duty staff and let them know where you are going. Day girls must sign out at the end of the day, please.

## **S O C I A L S**

We very much enjoy spending time together as a House, such as at whole House meals, our Black-Tie Dinner and House concerts. Equally, we have year-group socials and boarder trips each term, such as to the sea nearby. We organise socials with other Houses too. Whilst the girls have a number of social spaces in House in which to relax, including the Common Room, the main kitchen and two kitchenettes, we also enjoy spending time in our lovely garden and on our grass tennis court.

## **S T A F F   A C C O M M O D A T I O N**

If you need to speak to a residential member of staff and they are not in the boarding House then ring the doorbell of their residence and await a response. Students cannot enter staff residential accommodation but we are here to help and will speak with you in the duty office or in the boarding House.

## **T O W N   L E A V E**

The timings for Town Leave are published in House. Weekend Town Leave: permission always must be sought from the duty member of staff.

## **T R A V E L ;   D O C U M E N T S /   P A S S P O R T S**

These are locked in the office for safekeeping and issued when required; travel can be arranged through [travel@greshams.com](mailto:travel@greshams.com)

## **V I S I T O R S**

Ordinarily, male and female pupils are welcome to visit you in the public areas - the Common Room, the kitchen and the Year 13 kitchen. All visitors must sign in. Girls from other houses can go to your study/room, provided that you accompany them and they sign in. Our visitor policy is available in House.

## **W A L L S**

Please use the pin boards provided and do not attach items such as photographs, posters, hooks and LED strip lights to the walls; in the case of damage, costs may be added to the School bill.

## **W E E K E N D   A C T I V I T I E S**

Weekend arrangements in School are shared with the students via the Gresham's Weekend Activities Team, House Teams and also on House display boards.

### **Saturday**

Supper on a Saturday is at 17:30pm. Weekend food may be chosen by the boarders by a voting system. Every Saturday evening, there is an informal social in one of the Boarding Houses. This is open to all students and usually runs from 19:00pm to 21:00pm. This is a low-key social and usually takes the form of a quiz, a movie, use of the fire-pit and such like!

### **Sunday**

The Performance Centre and Gym is open in the morning (usually between 09:00am-10:00am) and all boarders have the option of joining a boarders' run with Mr Cox. Brunch and roll call is at 11am. There will be a choice of activities available throughout the day, including at least one off-site trip but there is a 3pm roll call for those not registered on an activity.

Supper is in the CFB at 17:30pm and the School comes together for Chapel at 18:00pm. The swimming pool is also available to students for a nice evening swim to see out the weekend at 19:00pm.

For some activities, boarders will need to sign up using Forms shared with them from Microsoft Teams. If you fancy a lazy afternoon, you may enjoy relaxing in Edi and going into Town – we strive to make the weekend feel homely and relaxed in House if you want to rest. Students may also visit friends from other boarding Houses. If you want to study then the library will be open for a period of time in the afternoon.

### **W E L L - B E I N G**

We take your wellbeing seriously. We encourage you to balance your commitments and teach the importance of relaxation. Occasionally, local Mindfulness and yoga teachers deliver optional courses to teach the girls techniques for remaining focused and grounded in their busy lives.

### **Z Z Z Z Z - B E D T I M E S**

Gresham's days are full and busy, so it is crucial that everyone gets sufficient rest and sleep. Out of consideration for all, everyone should be in their own room and quiet by their year's daily bedtime. Early risers are asked not to disturb others before 07:00am!







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