



PREP SCHOOL  
PARENT GUIDE

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2026 - 27

  
**GRESHAM'S**  
ESTD 1555



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



A very warm welcome to Gresham's Prep School. We are delighted you have chosen to join our vibrant learning community, where we are committed to providing exceptional education opportunities and the freedom for every child to flourish. We value the partnership between home and school and want you and your child(ren) to feel fully supported. Our door is always open.

We look forward to getting to know you and your family as we nurture your child's individual talents, build resilience and a positive mindset, and encourage them to have the confidence to be uniquely themselves.

Thank you for your trust and support. We wish you and your child(ren) a wonderful beginning to the Gresham's Prep School journey, filled with adventure, learning and growth, as we work together to prepare them for an exciting and fulfilling future.



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

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- Gresham's Prep School is dedicated to delivering an outstanding all-round education, combining academic excellence, exceptional pastoral care and a dynamic co-curricular programme. Our strategic vision is founded on the belief that every child is unique and deserves to thrive in an environment that nurtures the whole person.
- We are committed to developing the 'Three Rs' — Respect, Resilience and Responsibility — as the foundation of character development for our 7–13-year-olds, complementing the whole-school emphasis on the 'Three Cs': Character, Curiosity and Critical Thinking.
- Our educational approach will blend traditional scholarship with forward-thinking, technology-enabled learning. A reimagined curriculum will strengthen core academic skills while embracing innovation through STEAM, AI, sustainability and conservation. Pupils will be encouraged to ask thoughtful questions, think critically and tackle challenges creatively, equipping them to flourish in a rapidly changing world.
- Pastoral care will remain a hallmark of the Gresham's experience. We will continue to enhance our culture of kindness and wellbeing through a robust support network tailored to the developmental needs of each child. Pupils will learn self-awareness, emotional literacy and resilience, empowering them to approach life's challenges with confidence, empathy and compassion.
- Beyond the classroom, our pioneering co-curricular programme will give every child the opportunity to lead, serve, discover new passions and grow in confidence. The exceptional facilities and woodland setting of the new Dyson Campus will further support the development of independence, initiative and social fluency through a rich variety of inspiring and challenging activities.
- Our vision is to shape exceptional young people, grounded, curious and courageous, ready for their next steps and for lives of purpose.

## THE GRESHAM'S CODE

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At Gresham's Prep School, the most important quality for us all is to be kind. We live out this key value by considering the following Gresham's Code – our own 'Three R's' – which were written collaboratively by pupils and staff. We celebrate these values at the end of each term with our Values Champions Awards:

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

### PARENT PORTAL

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

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

Through the portal, you will receive regular updates, including event and trip information, as well as the *Chirp* newsletter summarising recent school activities and including Week Ahead Sheets with key weekly changes for the following week.

# PASTORAL CARE AND SUPPORT

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

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

## THE TUTOR SYSTEM

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

## KENWYN BOARDING HOUSE

Kenwyn House is our boarding house for both boys and girls. The Kenwyn House Parents have a particular responsibility for boarders within Kenwyn House and will liaise with Tutors and other staff over pastoral matters. There is a common room in Kenwyn as well as boys changing areas (girls changing areas are in Crossways building), and a medical room is staffed all day for first aid cover.

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

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

## **SAFEGUARDING CHILDREN'S WELFARE**

The Prep School takes its responsibility to safeguard children's welfare extremely seriously. The School's Safeguarding policy can be found on the Parent Portal. The Head of Pastoral Care is the Designated Safeguarding Lead (DSL) and has several deputies. The Head has also completed Designated Safeguarding Lead training. Staff, parents and children should contact one of the Designated Safeguarding Leads if they have concerns about the welfare of a child. The names and contact details can be found on Parent Portal.

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

## **ADDITIONAL PASTORAL SUPPORT**

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

## **DEALING WITH BULLYING**

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

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



## ACADEMIC LIFE

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The Deputy Head (Academic) is responsible for the academic life of the Prep School. They are supported by the subject Heads of Departments, Tutors, the SENCo, the Senior Leadership Team and classroom teachers.

We believe that inspirational teaching and engaging learning spaces are at the heart of the learning experience. Our children are provided with high-quality resources and a well-organised, maintained and safe

learning environment, whether their lessons take place in a classroom or in our extensive grounds. Children may work individually, in pairs, or in groups to develop their ideas, learning habits, social skills and independence.

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



## SCHOOL ESSENTIALS

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

### PARENT PORTAL

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

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

## REWARDS AND SANCTIONS SUMMARY

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Gresham's Prep promotes positive behaviour and strong effort through praise, encouragement and a clear, consistent structure. Rewards include merits, given for positive behaviour and good work, and Grasshopper stamps for pieces of excellent work, which involve a celebratory visit to the Head and an email home. You can view an overview of your child's merits and Grasshoppers at any time via My School Portal, ensuring you have an up-to-date picture of their progress and achievements.

Sanctions for minor issues may include marks, demerits or minutes deducted from Smile Time. These are

recorded in the pupil's diary and require signatures from both staff and parents. Repeated demerits may result in an Extra Period, a supervised detention for more persistent or serious concerns, for which parents will be informed. Pupils needing more structured support may be placed on a Behaviour or Work Report, where progress is monitored in every lesson and reviewed daily.

In the case of very serious incidents, the Head may impose a temporary or permanent exclusion.



## THE JUNIOR DEPARTMENT – YEARS 3 AND 4

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

### CLASS GROUPS

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

### SATURDAYS

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



## UPPER MIDDLE DEPARTMENT – YEARS 5 AND 6

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

### TUTOR GROUPS

From Year 5, pupils are placed in Tutor Groups.

The Tutor oversees pupil's welfare, liaises with parents, registers pupils, and runs afternoon prep sessions. The

same Tutor typically stays with the pupil through Year 6. Pupils are taught by subject specialists in both set and mixed-ability groups.

### SATURDAYS

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



# THE SENIOR DEPARTMENT – YEARS 7 AND 8

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## TUTOR GROUPS

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

## SATURDAYS

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

## POSITIONS OF RESPONSIBILITY

Year 8 pupils can apply for a variety of leadership roles, including School Prefect or Tutor Group Mentor, with every Year 8 pupil having the opportunity to take on responsibility. All Year 8 pupils will have the chance of being a Tour Guide at some point during their final year.

## EXAMS

Summer exams are important markers of progress, with guidance on revision provided through Saturday Enrichment classes, PSHE, and tutor group sessions. Summer exams are sat by both Years 7 and 8 with Mock exams for Year 8 being timetabled in the Michaelmas Term.

## TRANSITION TO SENIOR SCHOOL

Progression to the Senior School is not automatic. Pupils in Year 8 who wish to enter Year 9 must attend an interview and successfully complete the required entrance assessments. For those moving on to other senior schools, full support is provided, and a range of events and activities are organised to help prepare all pupils for the transition to Senior School life.

# THE SCHOOL DAY

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If you are delayed or cannot pick up your child at the designated time, please contact the School Office before 4.30pm. Please make sure you speak to a member of staff (please do not rely on leaving a message), to ensure the continual supervision of our children. We will take good care of your child until you are able to be here.

## CHAPEL

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

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

## EXAMPLE DAILY TIMETABLE

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

# C O – C U R R I C U L A R P R O G R A M M E

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## **S P O R T**

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

## **M A I N T E A M S P O R T S**

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

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

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

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

## **M U S I C**

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

## **D R A M A A N D D A N C E**

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

## **A F T E R - S C H O O L A C T I V I T I E S**

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

## **I C T A N D O N L I N E S A F E T Y**

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

## BOARDING AT GRESHAM'S

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

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

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

For more information, please visit the Parent Portal.

### TERM DATES

**For the most up to date list of Term Dates and events, please go to the Parent Portal.**



# A D D I T I O N A L I N F O R M A T I O N

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## B E L O N G I N G S

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

## C A R P A R K S A F E T Y R U L E S

### Main Car Park:

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

### Kenwyn Car Park:

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

### Collecting and Returning during the School Day:

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

## W A L K I N G T O A N D F R O M S C H O O L

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

## **BICYCLES**

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

## **BIRTHDAY CELEBRATIONS**

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

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

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

## **MEDICAL APPOINTMENTS AND ABSENCES**

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

## **ILLNESS**

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

## **OFF-GAMES**

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

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

## **NEW PUPIL MEDICALS**

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

## **ILLNESS AND ACCIDENTS DURING SCHOOL**

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

## **BUS ROUTES**

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

## **FOGS (FRIENDS OF GRESHAM'S SCHOOL)**

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

## **CHARITY EVENTS**

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

## **THE SCHOOL COUNCIL**

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

## **SCHOOL CATERING**

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

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

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

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

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

## **PREP SCHOOL POLICIES**

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





Gresham's Prep School,  
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Telephone: 01263 714600  
prepoffice@greshams.com

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

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