



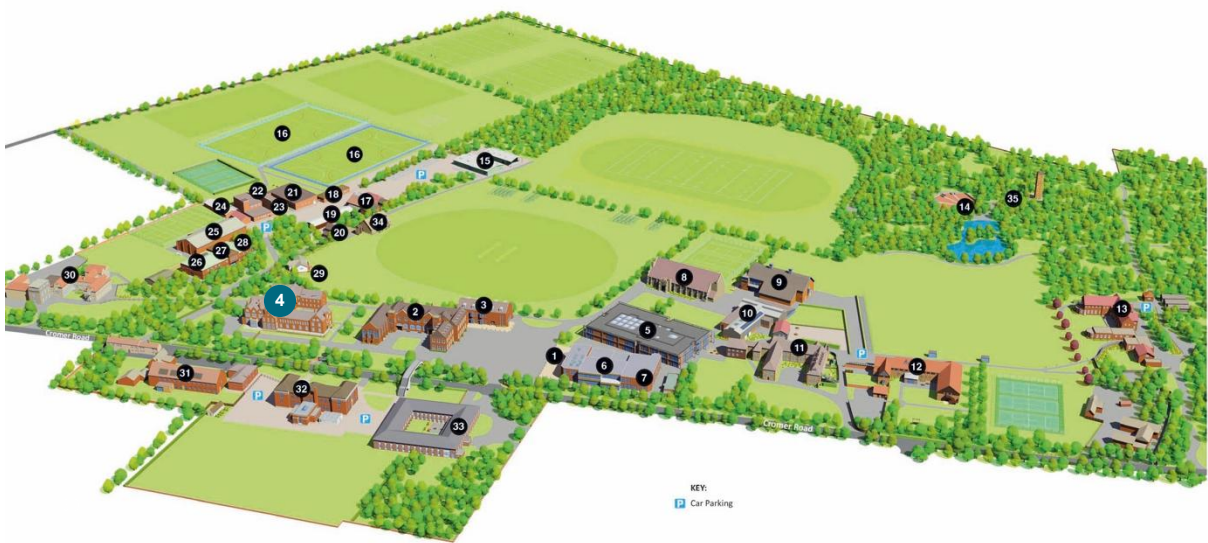
**H O W S O N ' S  
H O U S E H A N D B O O K**

2 0 2 6 / 2 7



# LOCATION OF HOWSON'S

See map number 4.



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



## W E L C O M E T O H O W S O N ' S

*I am very excited to welcome you to Howson's House. The purpose of this booklet is to provide you with an insight into how things work in the boarding house and is for reference when you or your son is unsure of something.*

*I am really looking forward to playing a part in your son's development over the coming years. I believe strongly in helping to equip young men with the behaviours and character traits that will help them achieve their ambitions in life.*

*At the heart of Howson's are three core values that shape daily life: kindness, pride, and carpe diem — encouraging everyone to seize each day.*

*Kindness is a key theme here at Gresham's; there can never be enough kindness in the world. We can be kind in the way we act and the way we speak to others. Our words have a real impact on others and it's important that we use these wisely. We must look after everyone in our community, seek to understand each individual and look for the best in each other. We must not forget how lucky we are to be in the position we are here at Howson's.*

*I want the boys to have pride. Pride is very different to arrogance. I want each boy to have pride in their academic work, their performances across the co-curricular element of the School, their appearance and in the House. I want them to leave the House in a better place when they leave than when they arrived. Just as important is having pride in themselves, who they are and the journey they have been on to get to this point. Pride should not get in the way of being accountable for our actions and being able to admit when we are wrong.*

*I strongly believe in the phrase Carpe Diem: 'Seize the Day'. Time is precious and I want the boys to make the most of every opportunity that comes their way. To do this, we must be prepared, adaptable, punctual and always have a desire to learn.*

*If there is anything more you need to know, please do drop me an email and we can go from there.*

*I look forward to seeing you soon*

A handwritten signature in blue ink, appearing to read 'J. Hyatt'.





## HOWSON'S : A BRIEF HISTORY

---

Howson's opened in 1903 and was originally designed to be the Headmaster, George Howson's house.

Howson's has had eleven Housemasters (including Mr Hyatt) over its 120-year existence, although the board in Howson's common room lists an extra one. Eccles appears on the board but was never actually the Housemaster of the House.

During the Second World War, Howson's hosted forty evacuated boys and girls from East London.

Howson's was never actually finished! Chatfield Clarke's original plan had a covered walkway to Big School (like a Cloister) so the boys would not get wet on the way to class.

One of the downstairs day boy studies, is called the Newsum Study. It is panelled in wood in memory of Clement Neil Newsum who died in the Great War. Clement was Captain of House in 19.14. His brother Henry, who survived the war, was the person who paid for the work. This room is a very special one and each boy who uses it, has their name added to the board above the desk.



## RESIDENTIAL STAFF CONTACT DETAILS

**DUTY MOBILE: 07833 206450**

Please use this number between 7.45am and 11.00pm to contact the duty member of staff in the House. If not available, please call the office numbers below.

### HOUSEMASTER

Mr Jason Hyatt  
[jhyatt@greshams.com](mailto:jhyatt@greshams.com)  
01263 714573  
07900 605801



I have been part of Gresham's School for the past 10 years and have recently taken on the role of Housemaster in Howson's House. I teach English and English as a Second Language, alongside my active involvement in coaching rugby, hockey and cricket across the Games programme. Having previously served as Assistant Housemaster for a few years, I know Howson's House extremely well and am fully committed to its continued success.

I live in the House with my wife, Zoe, and our black Labrador, Otto, who is often found being walked around the grounds. Our two older children, Milly and Sam, are both Old Greshamians, having loved their time at the school. I do spend much of my free time following Norwich City FC, which the boys often hear about!

My office is just off the common room - easy for the boys to find. Should you have any concerns about your son or questions, please email or call. I will aim to get back to you within 24 hours, unless it is an emergency.

### ASSISTANT HOUSEMASTER

Mr Daniel Perry  
[dperry@greshams.com](mailto:dperry@greshams.com)  
07833 206 450



I joined Gresham's and Howson's in September of 2025 following the completion of my degree in Sports Science, Coaching, and Physical Education at Loughborough University and I am delighted to be taking on the role of Assistant Housemaster. Previously, I have enjoyed competing in high level sport, such as playing rugby for my university and representing England as part of England Students Rugby league. From this I discovered my passion for coaching and have been fortunate to coach rugby across the country as part of Leicester Tigers. Yet ultimately, being from Norfolk, I have grown up loving to fish, ride motorcycles, and now I enjoy working on restoring my old Land Rover.

## RESIDENT TUTOR

Mr Glenn McMurray  
g McMurray@greshams.com  
07833 206 450



I am the Resident Tutor in Howson's, and I teach German IB alongside producing the School magazine. Having lived in Germany for 10 years through my military background, I am very passionate about the language and culture. I have four children, two of whom are German. I thought that becoming a grandad to Arthur, who lives with his parents in Sachsen-Anhalt, would make me feel old but because I enjoy fitness and adventure so much, I have so far been able to sidestep that feeling. Aside from working out, running, cycling, kayaking, inline skating and hiking, I ride a motorbike and love corners and open stretches.

## HOUSE MATRONS

Catherine Dennard 07833 206 450  
Sarah Atkinson 01263 713112  
[howsonsmatron@greshams.com](mailto:howsonsmatron@greshams.com)

### Catherine

I moved to North Norfolk and joined Howson's as Matron in 2019, largely to be by the Sea and the beautiful Norfolk landscape. My background is in dance and drama, both professionally and in a teaching capacity and having recently completed a Yoga teaching Diploma, I am hoping to offer a Well-being space within the House for those boys who wish to practice yoga and mindfulness. I love the Arts, Theatre and Music and very much enjoy walking and being outdoors. Howson's is a very warm and friendly house and Matron's office is always open for drop-in chats as well as plasters and paracetamol!



### Mrs A

I have been part of the Gresham's Community since 2009 when my husband and I moved from South London to relocate to this beautiful part of the country. Since then, I have had many roles at Gresham's. I have been the school physiotherapist for nearly 10 years and currently work within school on a Tuesday seeing pupils across all age groups. In addition, I have previously been a tutor in Edinburgh house and (during my husband's time as housemaster) I was matron in Farfield for 3 years. Dominic and I have 2 girls Jemima and Imogen who are both currently in Oakley house. It is wonderful to be back in the boarding community, and I am thrilled to be part of the of the Howson's family as Friday and Saturday Matron.



## OUR TUTOR TEAM

The following staff are the visiting tutors for Howson's. They supervise the House between during prep (homework) through to getting ready for bed. Staff will routinely check on the boys while they are completing prep and are available to help with any questions the boys might have. Boys will also be appointed an academic tutor who will work closely with your child and me to support their academic performance. Tutors will contact parents in the first week to introduce themselves.



**Mr Andrew Coventry**  
(Head of Business and Management)



**Mr Sam Curtis**  
(Teacher of Mathematics)



**Mr Simon Gates**  
(Head of RS, Philosophy and CCF  
Contingent Commander)



**Mr Tom Howland**  
(Teacher of Mathematics)



**Mrs Hen Robinson**  
(History of Art Teacher)



**Mrs Sarah Bracey**  
(Sports Coach)



**Mr James Thomson**  
(Teacher of Mathematics)



**Dr Emma Fern**  
(Teacher of History)

## **A C A D E M I C T U T O R**

Your child will be appointed an academic tutor who will work closely with me to look after academic performance. They will contact you in the first week of term to introduce themselves. They will meet with your child each week to discuss academic performance, post-16 studies/ careers, to set goals and to help with any other issues that arise each week. They are the first point of contact for parents for any academic concerns, or any issues regarding managing/organising a boys' studies.

## **C L E A N I N G S T A F F**

Gemma, Sue, Miranda and Bev make up our wonderful team of cleaning staff. They are incredibly friendly and hard working. It is very important that the boys keep their rooms tidy to allow the cleaning staff to do their job.



## **M E N T O R S**

Each pupil will be assigned a mentor known as a 'Big Brother' during their first year. They are there to help settle pupil into House and School life and to answer any questions pupils have that they feel more comfortable discussing with the boys.

## **F I N A L L Y**

We want the boys to see Howson's as their home while here. It is important to personalise your space as soon as you can and make it somewhere you are proud of. The more you invest your time and energy into Howson's, the more you will gain.



## H O W S O N ' S C R E E D

---

### K I N D N E S S P R I D E C A R P E D I E M

While all Houses promote the Schools Code of Conduct: Be kind, Be Honest, Work Hard, Look Smart & Take Opportunities, there are some behaviours that I believe are very important for young men moving forwards.

#### K I N D N E S S

Look for the best in everyone  
Seek to understand, not judge  
Say please, thank you and promote good manners  
Look after our whole community  
Think before you speak or do, your words & actions can mean a lot  
Be thankful for what you have

#### P R I D E

Be proud of who you are & take ownership of your journey  
Take pride in your work, room, appearance & the House  
Leave the House in a better place than when you arrived

#### C A R P E D I E M

'Seize the day'  
Be on time  
Be open and adaptable  
Be prepared  
Want to learn  
See challenge as an opportunity

# THE SCHOOL DAY

---

## ACADEMIC TIMETABLE 2026/27 (a typical week)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:05	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
8:25	Chapel	Tutor Period	Chapel	Tutor Period	Chapel	
P1	8.50–9.35	8.50–9.35	8.50–9.35	8.50–9.35	8.50–9.35	8.25–9.10
P2	9.40–10.25	9.40–10.25	9.40–10.25	9.40–10.25	9.40–10.25	9.15–10.00
	10.25–10.50 Break (snacks back in Howson’s)					10.50–11.15 Period 3  11:15–11:50 Chapel
P3	10.50–11.35	10.50–11.35	10.50–11.35	10.50–11.35	10.50–11.35	10.05–10.50
P4	11.40–12.25	11.40–12.25	11.40–12.25	11.40–12.25	11.40–12.25	Break 10.50–11.10
P5	12.30–13.15	12.30–13.15	12.30–13.15	12.30–13.15	12.30–13.15	
P6	14:00-14:45	14:00-15:30 Senior Games Junior GAPs	14:00-14:45	13:45-15:15 Junior Games Senior GAPs	14:00-16:00 CCF/Services	14:00-16:30 Games
P7	14:50-15:35		14:50-15:35			
P8	15:40-16:25	15:30-17:00 Junior Games Senior GAPs	15:40-16:25	15:15-16:45 Senior Games Junior GAPs		
4.30-5.30	House Time	GAPs				

## HOUSE TIMINGS

Roll Calls – Boys must be on time for roll-call each morning at 8.05am in the Common Room in Howson’s.

DAY	MORNING	AFTERNOON ( F O R M A L O R R O L L I N G )	EVENING - P r e p o r H o m e	T E A - o r H o m e	L A T E EVENING - F r e e t i m e o r h o m e
Monday	08:05	13:00-13:45	17:25	18:30/18:45	19:45
Tuesday	08:05	13:00-13:45	17:25	18:30/18:45	19:45
Wednesday	08:05	13:00-13:45	17:25	18:30/18:45	19:45
Thursday	08:05	13:00-13:45	17:25	18:30/18:45	19:45
Friday	08:05	Rolling in CFB	17:25	18:30/18:45	19:45 <i>Curfew night</i>
Saturday	08:05	10:50	16:00 (home)	17:30	21:00
Sunday	10:45	14.30-15:30	18:30	17:30	21:00

Registration is a legal requirement in all British Schools. Lateness will not be tolerated unless unavoidable. On Saturday, afternoon roll call is held at 11.05, before whole school chapel. If a pupil is to be late, please either email in advance or call/text the duty phone on **07833 206 450**. If your son is late, they must sign in before Chapel at Reception.

**Day boys’ collection** should be communicated at the start of term. The standard collection times are 17:30, 18:30 or 20:00. Pupils can stay later if there is a School or House event, but this should be communicated in advance with the Housemaster.

## H O W S O N ’ S A - Z

---

### A B S E N C E

This must be reported to the Housemaster (Mr Hyatt) **and** the attendance email address ([attendance@greshams.com](mailto:attendance@greshams.com)) at the very beginning of the school day, ideally by email or text message between 7.30-8.00. If your child has an appointment that will take them out of school during the day, please email in advance to confirm the logistics and return time prior to the event. If your son is injured or ill and not able to participate in Games (sport), do email to confirm. If boarders are unwell, they are expected to communicate with House staff first who can direct them to the Health Centre or support in House. We do not allow pupils to self-diagnose and make decisions about their engagement in the school day.

I will be keeping a close eye on the academic performance of the pupils alongside the Heads of Department and the assigned Tutor. Whilst I trust all pupils to work diligently in their rooms; if standards slip, work will take place under close supervision in the Common Room.

## **A C A D E M I C   E N R I C H M E N T   (   G A P S   )**

This takes place after Chapel on Saturday and during time when pupils are not at Games on a Tuesday and Thursday. The intention is to broaden the pupil's interest in various disciplines beyond what they are taught as part of the curriculum.

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

Howson's is the original and oldest boarding House in the school. Year 9 and 10 usually share their rooms with at least one other pupil in their year. These groupings will change each term to allow boys to get to know everyone better. Where possible, Year 11 will have their own studies, but this will be reviewed each term depending on numbers. Year 12 & 13 have their own study-bedrooms throughout the House. All day boys will have an individual or shared study where they can base themselves each day.

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

Pupils can always expect that their Tutor, an adult of their choosing, or I will advocate on their behalf, in any meeting with school staff or an outside agency should they consent for that person to be there.

## **A L C O H O L**

Alcohol can only be administered by the Housemaster at special events and to **Year 12 & 13 only**. Apart from this, alcohol is banned as per school rules. Please see the Alcohol policy for further information.

## **B E D T I M E S   &   R E T U R N   T I M E S**

Monday to Friday (and Sunday)

	<b>R E T U R N   T O H O U S E</b> (Devices handed in, showered and sorted for bed)	<b>I N   R O O M S</b>	<b>L I G H T S   O U T</b>
Year 9	21:00	21:20	21:30
Year 10	21:15	21:30	21:40
Year 11	21:30	21:50	22:00
Year 12	21:50	22:00	22:20
Year 13	22:00	22:10	22:30

On a Saturday those in Years 9-11 will be in bed with lights out no later than 22:30, for those in Sixth Form this will be no later than 23:00. **This is at the discretion of the Housemaster or Assistant Housemaster on duty.**

## **B I K E S**

If these are used, please contact Mr Hyatt in advance. Boys must wear helmets and have functioning locks and lights and adhere to the Highway Code when riding on the roads. Bikes can be stored in House, please speak to Mr Hyatt.

Irresponsible riding will see this privilege removed.

## **B O A R D E R S '   R O O M S**

Each room will have a desk, bed, wardrobe and a lockable space for clothes and belongings. Luggage can be stored within the House. Valuable items such as money, passports can be handed in to Mr Hyatt to be locked in his study and accessed whenever necessary. Videos are taken at the beginning of each term as a record of the state of the room. Boys should respect

their rooms and all parts of the House. Any damage caused may be liable and result a charge to return the room to the original state.

#### **B O A R D E R S   O F F   S I T E**

If a boarder wishes to be off site during the weekend, such as visiting friends or relatives, permission must be sought from House staff. If travelling to a friend, I will also seek the permission of the friends' parents. This must be actioned 48 hours or more in advance. Pupils behind on work will likely have their request denied. We also reserve the right to deny a trip if we feel that the pupil's needs will not be met or that they will not be looked after appropriately. Host families will be expected to take full responsibility for the guest's well-being during that time. Any abuse of these conditions will result in future permissions being denied.

#### **B U L L Y I N G**

Bullying is not tolerated at Gresham's and within Howson's. If a pupil feels they are being treated unkindly they must come forward and speak to the Housemaster or another member of staff. For more information, please see the bullying policy on the school website. All incidents of bullying will be treated seriously and dealt with in line with the school bullying policy.

#### **C A R S**

Year 12 & 13 boys are allowed to bring cars to School once they have passed their test, if deemed appropriate. There is a form available via the parent portal which must be completed before pupils can do this. Permission will be revoked if they use this car for any other purpose than travelling to and from School (without the permission of the Housemaster) or if they give anyone else a lift without the permission of the Headmaster and both sets of parents. Car keys should be handed in at roll call and will be stored securely in my office until the agreed collection time.

#### **C O M M O N   R O O M**

The Common Room is the heart of Howson's and is where roll calls are held. Boys have access to a tv, pool and table-tennis tables, books and a range of board games. We host a number of events throughout the year. I would strongly encourage the pupils to spend as much time as possible here.

#### **C O M P E T I T I O N S   -   I N T E R - H O U S E**

There are lots of Inter-House competitions. Rehearsals for House Music will start after Home Weekend and is a great way to get involved in the House. There is also House Art, Chess, Cricket, Cross Country, Debating, Gritty Grasshopper, Hockey, Rugby Sevens, Swimming, Tennis and Sports day. I would strongly encourage the boys to throw themselves into these activities and make the most of the opportunities available – Carpe Diem!

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

Boarders are always welcome to use the landline in matrons' office to contact home in consultation with matron or the duty staff member if they do not have access to their mobile phones or other means of contact. If you need to contact your son, please let me know and I can chase them up.

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

All clothes should have nametags to avoid unnecessary loss. Casual clothes can be worn after formal activities have finished and at the weekends. The School Shop stores all the necessary clothing, which can also be purchased online.

## **COMMENDATIONS & ACHIEVEMENTS**

The School regularly rewards pupils for hard work and endeavour. This will also be celebrated in the House through small prizes or certificates. We have a full School and House Rewards and Sanctions Policy.

## **DAMAGES**

Pupils should do their best to look after shared and personal spaces, but we do understand that sometimes accidents happen. It is vital that any damage, however minor, is reported to me immediately. This will not only limit any issues there might be but also demonstrate trust and loyalty within the House.

## **DAY PUPILS & BOARDING**

If you would like your child to board for an evening, I ask that you inform me, wherever possible, at least 48 hours in advance. We will only be able to offer a bed in a part of the House that is free, but we will be as accommodating as possible. There is a cost to this which is added to the fee account. If you would like your son to board over the weekend, I will need to know by the Thursday of that week at the latest.

## **DECORATIONS**

Please decorate your personal space and make it homely. Any additional strip lighting must be placed on the notice boards and not stuck to walls or furniture. Material that is displayed must be non-offensive. Boys are advised to check with me if unsure. Please do not use nails, pins or cello-tape on the walls, woodwork or ceilings.

## **DUTIES**

To enable smooth functioning of the House, boys help to undertake duties such as ringing the bell, tidying shared spaces and cleaning the kitchen in the evening.

## **DRESS**

Boys must always be dressed respectfully and modestly when walking around the House. No shorts or flip flops are allowed in Chapel. We have high expectations of the boys and expect them to represent themselves and the House with pride with their appearance.

## **ENVIRONMENT**

We all have a responsibility to do our bit for the environment. Pupils are encouraged to make sure they use the recycling bins, turn off lights, keep windows closed in the winter months and turn off electronic equipment when not using it.

## **FIRE DRILLS**

As part of Health and Safety requirements these will happen regularly. I will brief the House on the proper method and instructions for leaving the House.

## **FOOD & DRINK**

We strongly encourage the boys to consume any food in the kitchens and common room. Eating is a social thing. Pupils are responsible for tidying/ cleaning whatever they 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 pupils themselves at any stage during the academic year.

## **F O R U M**

Each half term, there is a House forum (Council) to discuss the way the School and Howson's is run. We want to make your experience in House as positive as possible. This is led by Mr Perry, the Assistant HsM and is passed on to Mr Hyatt for feedback – this also feeds into the School Councils. If the forum is not for you, School Prefects are a great route for pupil to raise issues.

## **F U R N I T U R E**

Pupils are expected to look after all furniture and fittings in the House and be respectful to others' property at all times. Moving any furniture should be discussed with Mr Hyatt beforehand. Any damages that occur due to misuse will be raised with parents and may well be added to the end of term bill.

## **G A M E S**

Games options are selected at the beginning of each term and take place on Tuesday, Thursday and Saturday afternoon. Matches are usually on Saturdays and details can be found in the School Calendar and on SOCS. Boots should be removed before entering the House. Make sure you keep your kit regularly washed to avoid bad smells and stains. Playing for the Gresham's is an honour – it is expected that all boys selected for fixtures will represent the School (unless injured / ill which will be discussed with Housemaster or Matron).

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

There are a huge number of GAPs that take place across the week. The 4.30-5.25 slot is very popular with staff and options are available for all year groups. Year 9 and 10 must choose an activity to engage in on Tuesday or Thursday afternoons. Departments are also open for pupils to seek additional support with their academic studies. There are also plenty of opportunities throughout the week in the evening to engage in activities.

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

All overseas pupils must have an appointed 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. The School will be in regular contact with Guardians to ensure they are invested in the education and well-being of your child and will ensure that any arrangements they make for your child's care over the holidays or home weekends is suitable and in line with the pupil's needs. We will also follow up any stay with Guardians with the pupils on their return.

## **H A V E   Y O U R   S A Y**

We are very welcome to the pupils' thoughts and opinions on how to make life in Howson's and the School even better. We also want to hear about any concerns pupils have so we can address them. Pupils can air opinions, thoughts or worries at any time (without parental consent) by talking to or messaging any of the following: Tutor, Residential staff, Assistant Housemaster, Housemaster, Mr Cox (Head of Boarding), Miss Fielding (director of Pastoral Care), Mrs Alexander (Deputy Head Pastoral), Mr Atkinson (Deputy Head Co-Curricular) and Mr Robb (Headmaster).

Pupils can also raise points with the Head of House, House Prefects, School Prefects or for the younger pupils, they could speak with their big brothers. We also have a number of pupil who represent the House on different committees. These include: the Overseas Pupil Forum, the Diversity and Inclusion Committee, Weekend Activities, the Dining room Committee and the School Council. We also have a suggestion box in House!

If a boy does have a complaint, boys should expect for this to be acknowledged within 24 hours of it being raised and a time frame in which a more detailed response can be expected. The complaint will be held in confidence unless it is deemed that the pupil raising it, or others are at risk of harm or where the confidence would hinder the investigation. If you are unhappy with the outcome, this can be raised with Mrs Alexander (Deputy Head).

## **H E A L T H**

If boys feel unwell, we have access to the School Health Centre which has qualified nurses and a doctor. They have beds and overnight accommodation for boarders who are unwell. For more homely medication such as paracetamol or sore throats sweets, these can be administered in House through Matron or residential staff. If you require any form of additional healthcare assistance or appointments for your son, help can be given with these through the Health Centre.

## **H O L I D A Y S**

Pupils should clear rooms completely for the holidays, unless told specifically by me. Make sure everything is taken home as the House is not accessible during the holidays (there may be additional locked space for international boarders, where necessary). Pupils are requested to return at the times specified in the calendar. If this is not possible, please contact me to discuss further.

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

The House will remain open if pupils require accommodation for Home Weekend (see calendar for these dates). However, I recommend that pupils get time away if possible. To arrange relevant travel please email [travel@greshams.com](mailto:travel@greshams.com). If pupils do remain at School during a Home Weekend, an additional charge will be added to the fee account.

## **H O M E W O R K / P R E P**

This is undertaken every night from 5.30pm to 6.30/45pm and from 7.00/15pm to 7.45/8.00pm. Pupils are expected to work effectively during this time and should not be walking around House or socialising. Study doors should be wedged open during 1<sup>st</sup> Prep.

The library is open for pupils to study during these times for Sixth form. If Prep is not completed in this time pupils are expected to find their own time to do this. Old boys in examination groups would be expected to work well beyond the times above at crucial points in the year.

## **H O U S E S E C U R I T Y**

The House is locked every night and is only accessible by fingerprint recognition. All expensive items should be safely stored away and locked. I have spare padlocks if required or things can be handed to me for safe storage.

## **L A P T O P S & T A B L E T S**

Pupils will be issued a laptop to work from as part of the digital strategy and pupils **should not bring** other devices with them. These devices can access the WIFI at school via the BYOD network (once parents have completed the online form found on the parent portal). This network is turned off at night to stop pupils being online during the nighttime. Personal devices should be handed in overnight. Misuse of personal electronic devices in House will result in a sanction that follows the House Sanction list. This escalates following further misuse. Pupils should be safe when online and always consider what is being shared. Please be aware that a full internet report is available to Pastoral Staff on a weekly basis. This informs us which sites are being accessed, when and for how long. All pupils agree to the Acceptable Use Policy and will face

appropriate sanctions for inappropriate use of technology. Devices are handed in each evening at various times based on the Year group.

#### **L A U N D R Y   &   B E D   L I N E N**

Boarders' dirty laundry should be placed in the appropriate baskets near the laundry room each evening. Clean clothes can be collected at the same time. Bed linen and sheets are provided by the House and Matron is responsible for organising the laundry system which the boys will be made aware of. Boys can bring their own duvet sets, pillows and mattress toppers if they wish. Boarders' washing is overseen through the House each week, but it is essential that items are named!

#### **M E D I C A T I O N**

This is administered by Matron or the House staff. Boys should not keep any medication in their possession unless parents have contacted Matron and a self-medication form has been completed. This should then be kept securely locked away so that no other pupils could potentially access it. Pupils are allowed to self-medicate certain medication if deemed competent to do so. All medication should have guidance written in English – no other forms of medication are acceptable.

#### **M E A L S**

Boys must attend all meals. Boarders are expected to be in breakfast before 7.35am each day. Light meals can be prepared and cooked in House after Prep, when the kitchen is opened.

#### **M E N T A L   H E A L T H**

It is important that the boys have an open dialogue around male mental health. If boys are concerned, we strongly encourage them to start a conversation with a member of staff they trust so that the appropriate support might be agreed. Boys can also access support via the HELP posters which offer phone numbers for independent Listener, the safeguarding team here at the Senior School, and other various national organisations. There is also a reporting button on the School dashboard that boys can use if they have a concern themselves or for another pupil. There are lots of Mental Health Pupil Champions who boys may want to speak to. Posters showing who they are can be found in the House. Finally, there is the SANDI Clinic (Student Access Nurse Drop-In) which is open to all and does not require an appointment and is based in the Health Centre.

#### **M O B I L E   P H O N E S**

The House is not responsible for valuables such as mobile phones, and these should only be used at appropriate times. Please see the mobile phone rules which is up in House. Phones must be handed in during the school day and locked within the phone cabinet. There are set times during the evenings when boys can access their phones – there is no phone access for boys after lights out – in an emergency, boys can liaise with House staff to access their phones / school phone. All phones are handed in and locked away over night for Year 9 through to Year 13. Failure to hand these in within the set times will result in them being retained by me (Housemaster) the following day. The length of confiscation increased for repeat offences – in short, follow the guidance and you will have your phone each day!

#### **M O N E Y**

We can hold small amounts of cash for pupils but would strongly recommend that all boys carry a bank card with them to School or have payments through their phones. While payments on phones are possible, mobile phones are not allowed for 'town leave' or mid-week fixtures.

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

Pupils are not allowed onto the Cromer Road at any time, unless attending Town Leave. The Woods are out of bounds past 5.30pm each evening. Pupils are also not allowed in other pupils' studies or dorms without the occupants being present.

## **P A S S P O R T S**

Mr Hyatt holds the passports for the boys in the safe in the office and issues these as and when required. Pupils must sign these in and out when leaving and returning to School.

## **P O S T**

Post is delivered daily to the House. Boys enjoy receiving post from family! Delivery parcels (Amazon and similar) are usually opened with a member of staff present to ensure that items are appropriate for school. Try to ensure that any post addressed to your son has: Name, Howson's, Gresham's School, Cromer Road, Holt, NR25 6EA, UK

## **R O O M S**

Pupil's rooms are their own personal space. In most instances, House staff will always knock before entering. If pupils are getting changed, please shout 'changing'. Staff will then wait and enter when instructed. It is very important that pupils respect the privacy of others and therefore do not enter other pupils' rooms without then being there and having been invited. Boys can personalise their rooms with photos and pictures – all pictures on display should be suitable and ones that you would be happy to show a grandparent or Headmaster! All electrical equipment should be suitable to use in a boarding school. Boys should keep their rooms tidy with floor spaces and surfaces kept clean and accessible for domestic staff to clean. Each room should have a lockable space, but any valuable items can be stored with the Housemaster.

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

If a pupil needs to speak to a residential member of staff, then they should ring the doorbell of the on-duty resident and await a response. They must not enter the accommodation of any residential staff and will only be allowed to access the Housemaster's study.

## **S A F E T Y**

There should be no matches or lighters in school under any circumstance. **Smoking and vaping are not permitted at any time at Gresham's.** Boys **must not** bring any form of alcohol into School at any time. In some circumstances, Sixth Form boys may be offered an opportunity to have alcohol by the Housemaster in a controlled environment, and this will be communicated with parents in advance. 6<sup>th</sup> Form boys are permitted to have one drink in Dave's (Gresham's youth club) each week under close guidance of staff on duty in Dave's – this is recorded and the Housemaster is informed. For more information, please see the pastoral care handbook. Private electrical equipment (kettles, toasters, heaters etc) should not be brought to school. Pupils should use their lockable cupboard spaces to safely store any valuables. The House cannot take responsibility for them should they be misplaced or stolen if left about the House or study. Pupils should always make sure that outside doors close behind them when entering or leaving a building.

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

When leaving the House outside of normal lesson times, pupils are expected to use the 'signing in/out book' to give their timings and destination. Pupils must also sign back in on their return. It is vitally important that we know where pupils are in case of a fire or any other emergency. Day pupils are expected to sign out when leaving for home.

## **T R A V E L**

If you require any travel to/from airports/stations at the beginning or end of a holiday, please contact Clare Carr, Transport Manager via email at [travel@greshams.com](mailto:travel@greshams.com). There is also a form for parents to complete which is sent centrally in advance of the holiday or home weekend. The Boarding House will remain open until 11am on the day after the end of term to help with pupils who are flying home.

## **T R I P S**

For boarders, there are in-school activities and trips put on at the weekends, and the cost can be added to the end of term fee account. Throughout the year, there will also be House trips that I would encourage the boys to attend. A list of these can be found in the online calendar. Mr Hyatt will also communicate details via email.

## **P O C K E T M O N E Y**

We would encourage all pupils to have a bank card to use while at School. It is not advised that pupils bring valuables to school. We can hold small amounts of pocket money for boarders in the House. Please note that the School insurance cover does not include personal possessions.

## **S A N C T I O N S**

Please see the School website and Parent Portal for all the Schools' policies.

## **S O C I A L E V E N T S**

Throughout the course of the year, different year groups will be asked to attend social events in the House and School. A list of these can be found in the online calendar.

## **S O C I A L M E D I A**

Please follow us to keep up to date with events and activities the House are taking part in on

 @howsons\_greshams

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

Each evening and overnight, a member of staff is always on duty. This information is displayed on the noticeboards. If a pupil would like to speak with a residential member of staff, they must ring the doorbell of the resident and await a response. They must not enter the accommodation uninvited and will only be granted access to the Housemaster's study.

## **T E L E V I S I O N**

Television in the Common Room can be watched at various times throughout the day. We have access to a range of streams where boys can access latest sports matches, news, movies, and other programmes.

## **T O W N L E A V E**

Pupils can go into town on certain days of the week where they can purchase snacks or other items they may need for school. Holt has a wide range of shops for clothes, cafes, supermarkets, gifts and much more. There are set times and days for different Year groups. The times can be found on the noticeboards in House. Pupils are reminded that they are representing the School when out in public and should be respectful and courteous at all times. Boarders can also go to town on Saturday (after games) & Sunday until 7pm if they seek permission and sign out.

## VISITORS (PUPILS) TO HOWSON'S

The boys are encouraged to socialise with other pupils in the School and are welcome to bring these to Howson's to do so. Visitors must be signed in and out and can only access the communal spaces in the House. This is the same for visitors from a girls' House. Howson's pupils are responsible for their visitor's behaviour at all times. Visitors from other Houses are not allowed to bedrooms / dorms at any time.

## VISITORS (PARENTS) TO HOWSON'S

Parents are welcome to visit Howson's and for security reasons, please contact myself in advance or whoever is on duty to that day before visiting; it is important that we know who is in House at all times. Parents may also want to take their child out for dinner when visiting. This is not a problem but should be communicated in advance to me.

## UNIFORM

Uniform guidelines are kept up to date on the School website and can be found [HERE](#). I want the boys to take pride in their appearance around school and beyond.

## JEWELLERY

- One plain ring may be worn on the hand, no other jewellery may be worn, including festival bracelets or similar, which should be removed before returning to School

## HAIR

- Boys' hair should be off the face and collar, with ears showing
- It should not be excessively two-tone (long on top and very short around the sides/back) or undercut
- Hair should be a NATURAL colour
- Boys should be clean shaven, hair clippers are not allowed in School

## WEEKEND

Weekend activities are shared each week. There is always a Saturday night social and lots to do on a Sunday. Weekend activities are advertised for sign up in advance on the Weekend Teams pages and decided by the weekend committee activities committee. Sign up should be completed by Wednesday of that week and any additional costs will be added to the end of term bill. Pupils can also head to town, catch up on prep, watch TV, play snooker, visit other Houses or simply relax in their rooms.

## USEFUL CONTACT NUMBERS

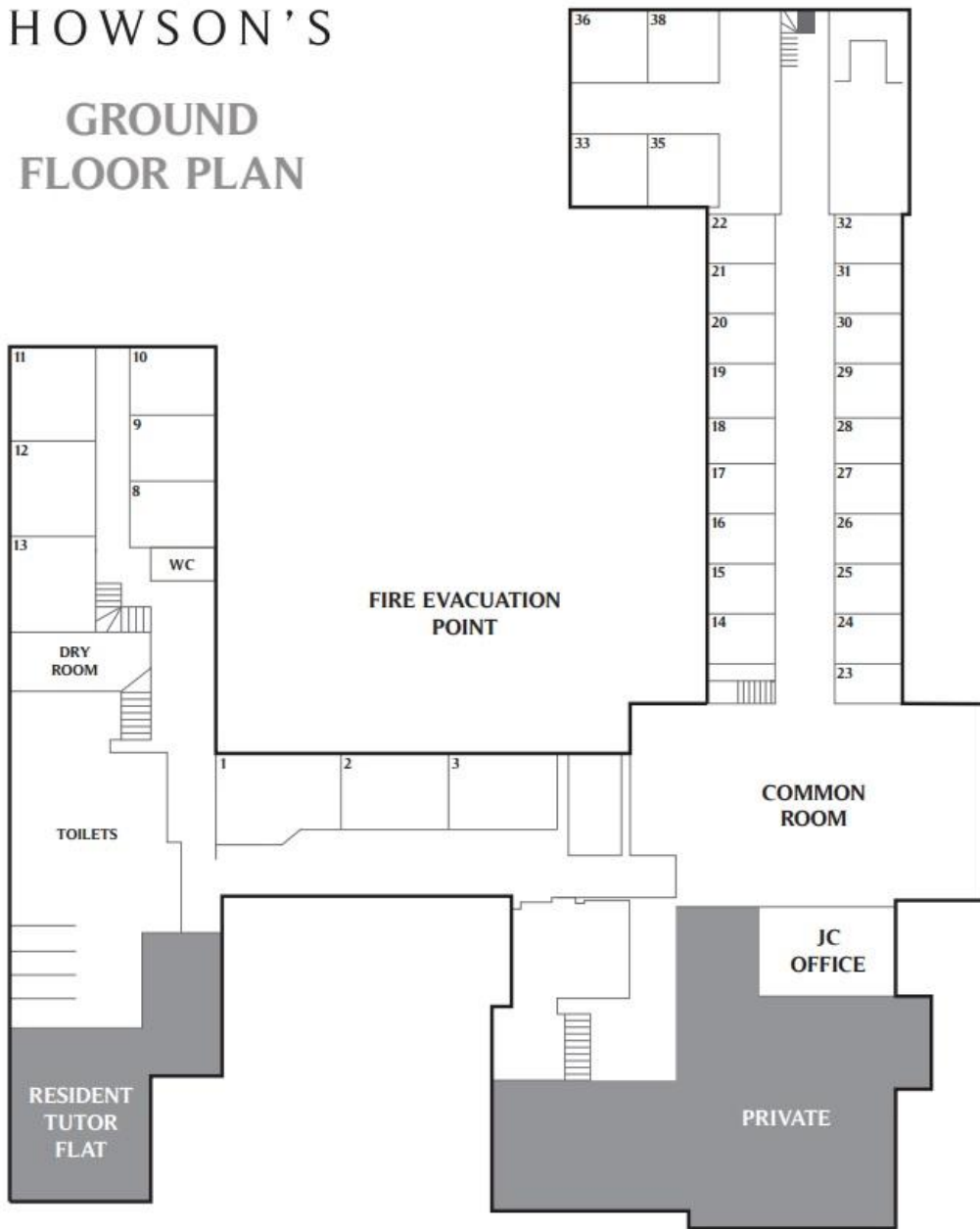
CONTACT	PHONE	EMAIL / WEBSITE
Senior School Reception	01263 714500	reception@greshams.com
Headmaster - Douglas Robb	01263 714511	headmaster@greshams.com
Deputy Head Pastoral – Lizzie Alexander	01263 714509	lalexander@greshams.com
Deputy Head Academic – Darrell Chart-Boyles	01263 714514	dchartboyles@greshams.com
Deputy Head Co-Curricular – Dom Atkinson	01263 714 523	datkinson@greshams.com
Health Centre	01263 712142	healthcentre@greshams.com
School Shop	01263 714591	shop@greshams.com
Fixtures & Events	<a href="http://www.greshams.com/about-us/calendar/">www.greshams.com/about-us/calendar/</a>	

HOWSON'S  
FLOOR PLANS



HOWSON'S

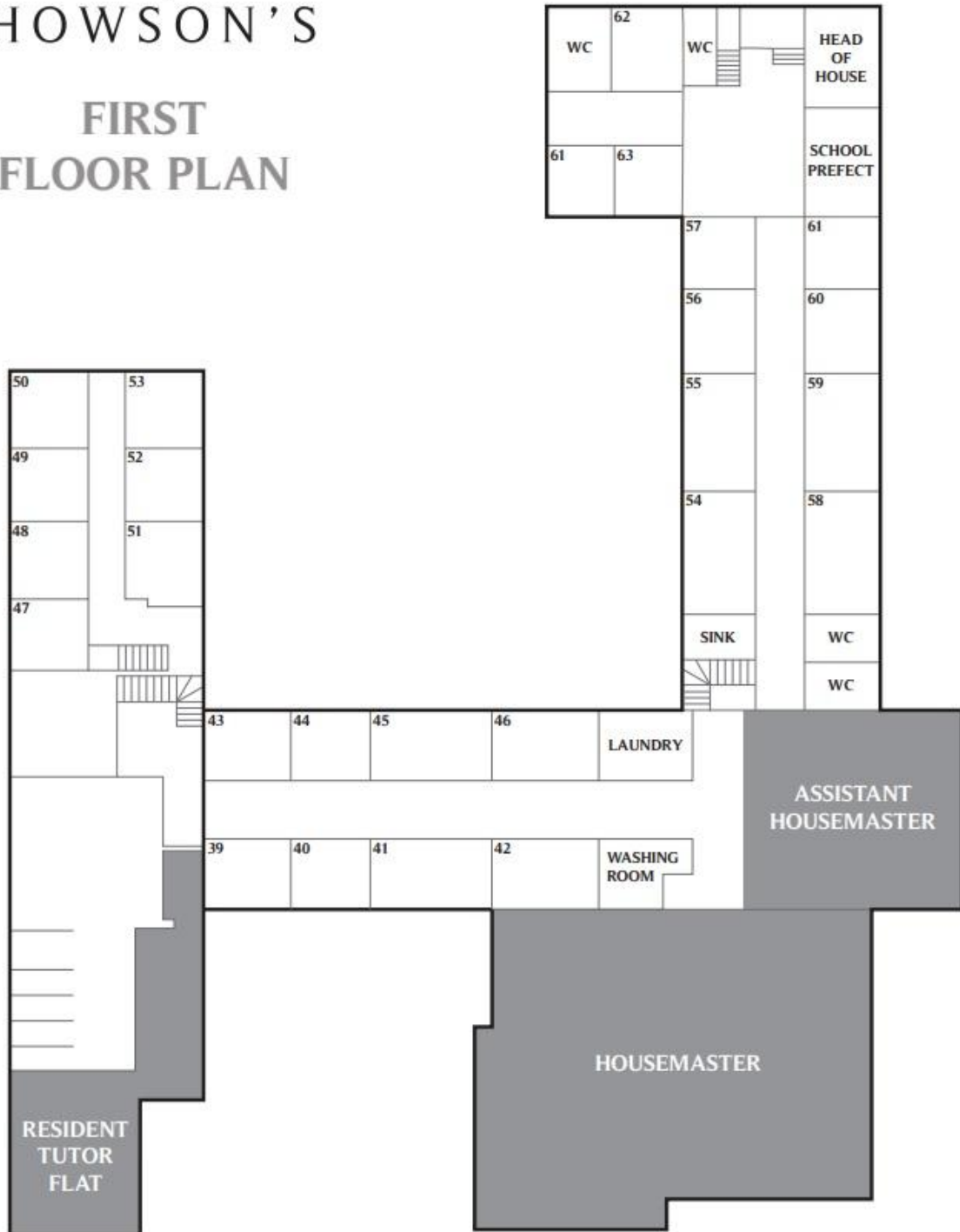
GROUND  
FLOOR PLAN





HOWSON'S

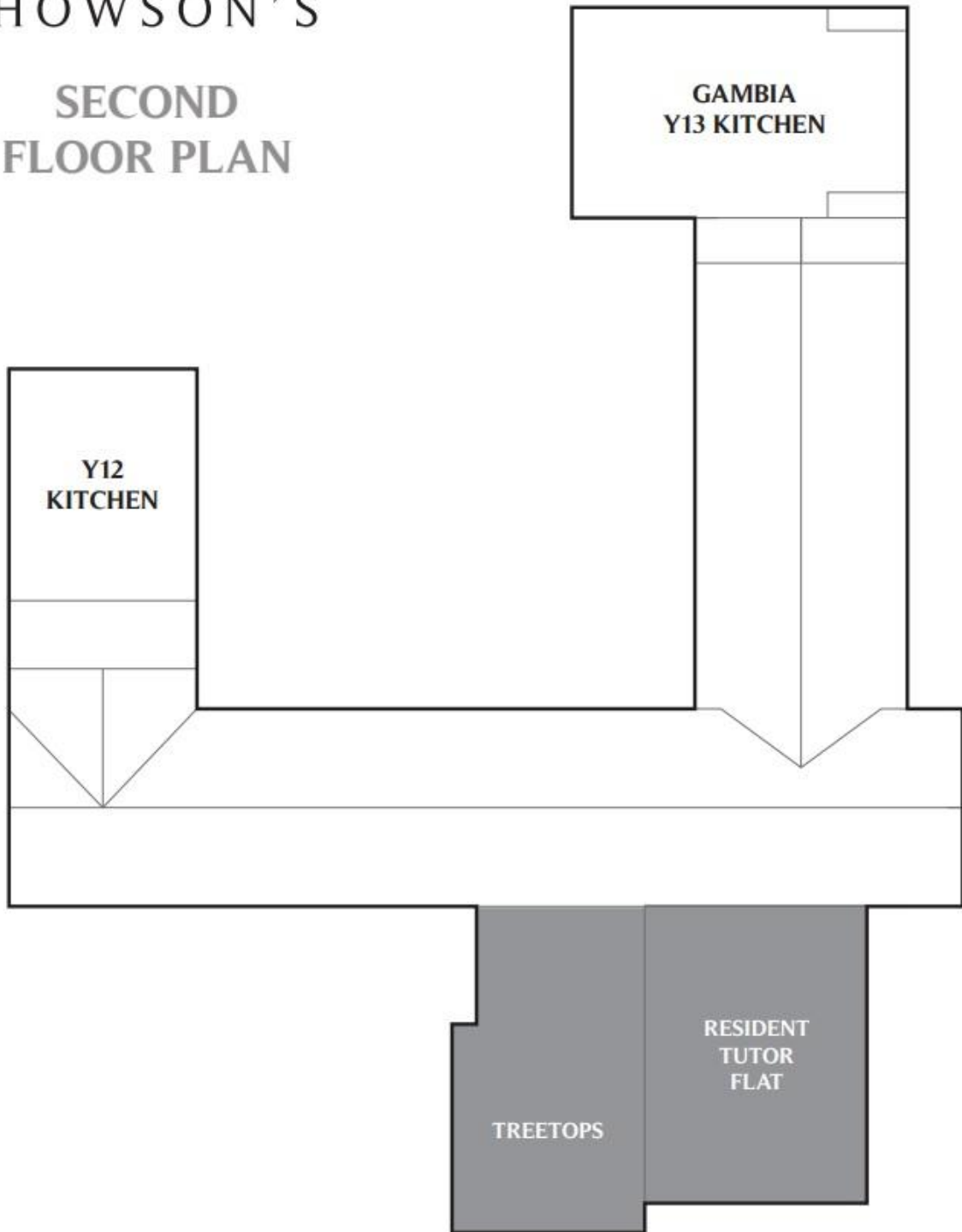
FIRST  
FLOOR PLAN





HOWSON'S

SECOND  
FLOOR PLAN



# 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 on 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.



## HOWSON'S RESPONSIBILITIES

---

### HEAD OF HOUSE RESPONSIBILITIES

Be the leading light of the Howson's Values: Be Kind, Have Pride, Carpe Diem and stick to the school rules;

Know and champion all the boys in the House;

Be the link between the staff and the pupils;

Keep house staff informed of any issues within the House;

Be trustworthy, approachable and open;

Help organise and support house events;

Be a positive force within the house;

Lead the prefect team.

Head of House will also be expected to take on other tasks deemed appropriate by the Housemaster and Assistant Housemaster

### HOUSE PREFECTS RESPONSIBILITIES

Follow the Howson's Values: Be Kind, Have Pride, Carpe Diem and stick to the school rules;

Be achieving high effort grades in their academic studies;

Be participating fully in the co-curricular life at school;

Be trustworthy, approachable and open;

Be prepared to challenge behaviour and views of pupils within the house;

Be a positive force;

Get to know and work with the younger pupils to build relationships;

Help with the organisation of House events;

Keep house staff informed of any issues within the house.

House Prefects will also be expected to take on other tasks deemed appropriate by the Housemaster and Assistant Housemaster

### PREFECT TRAINING HOW TO EARN RESPECT

Be consistent in your behaviours – do the right thing, even when it's harder;

Put others first, especially when they need it;

Own your mistakes & ask for help;

Show an interest in people and get to know them;

Be vulnerable – ask for help, know when you are wrong.





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

01263 714500

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

Registered Charity No: 1105500