

WOODLANDS HOUSE HANDBOOK

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LOCATION OF WOODLANDS

Please use the drive opposite Laurel Drive and drive in front of the private side, turn right after the gates and there is a car park at the rear of the House. When leaving the House, please continue straight onto the Cromer Road. See map number 30.





INTRODUCTION FROM THE HOUSEMASTER

Camilla and I joined Gresham's and took over Woodlands in September 2019. We have thoroughly enjoyed our first five years in the House and developing relationships with the students, parents and staff. We have two sons, George and Archie and a friendly Golden Retriever called Mylo. I believe in four key principles; trust, honesty, hard work and kindness and encourage the students to implement these into their everyday lives and work habits.

I hope that the following guide is useful, but of course please contact me if you have any further questions. Camilla and I are always delighted to welcome you for a cup of tea, just drop me a line!

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JAMIE SHARROCK HOUSEMASTER

ACCOMMODATION

STAFF CONTACT DETAILS

DUTY MOBILE: 07833 206453

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

Jamie Sharrock jsharrock@greshams.com 01263 714570

I live in the House with Camilla, George, Archie and Mylo and also teach PE. I am a keen sportsman and reader and love getting to know the students and arranging and participating in a range of activities to prepare them for life post-school. Should you have any concerns about your son or questions, please email or call my landline. I will aim to get back to you within 24 hours.

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

Sarah Knightbridge sknightbrige@greshams.com

As Assistant Housemistress, Mrs Knightbridge will work very closely with myself and Matron to ensure all the students are happy and making the most of every opportunity. Mrs Knightbridge is not resident in the House, but lives close by. She teaches A Level PE, BTEC Sport and GCSE PE. She is a keen runner, enjoys watching Arsenal and Essex CC as well as playing the piano and regular trips to the West End. Les Misérables and Wicked being her personal favourites.

RESIDENT HOUSE TUTOR

Owen Liberman oliberman@greshams.com

Mr Liberman is Assistant Head of Adventure and is an adventure and outdoors enthusiast who will lead and run trips for the students in the evenings and at weekends. He is resident in the House and has a Black Labrador called Tilly.

HOUSE MATRONS

Zoe Hyatt & Mandy Batterham <u>Woodlandsmatron@greshams.com</u> 01263 71459 / 07833 206453

The Matron's working hours are 7.50am – 5pm, Monday to Saturday. Zoe works Monday to Friday and Mandy works on Saturdays. Zoe and Mandy are responsible for all matters of clothing and healthcare and of course, any pastoral concerns. They are available for a surgery at 8am each day and at other times that they will make known to the students. Pupils are sent to the Health Centre for all but mild complaints.

TUTOR TEAM

Mr Cooper (Teacher of Music), Mrs Futter (IB Coordinator & Assistant Director of Drama), Mr Gray (Director of Art, Design & Technology), Mr Hazelwood (STEAM Coordinator & Teacher of Physics), Mr Myers (Teacher of Music Technology), Mr O'Connell (Teacher of Economics), Mr Philpott (Head of Science & Biology), Mr Pienaar (Director of Rugby), Mr West (Head of Japanese & Teacher of Maths). These staff will assist in the House on weekday evenings.

TUTORS

Your child will be appointed an academic tutor who will work closely with your son to ensure they make academic progress, are enjoying School life and making the most of the opportunities Gresham's has to offer. They will be in regular contact with you throughout the School year, so please do contact them if you have any concerns.

DAY PUPILS

In Year 9 and 10, Day pupils will share a study with other members of their year group and in Year 11-13 they will have their own study, sometimes shared. They will have a desk, shelving, lockable storage and a noticeboard. Day pupils will need to provide their own padlock to secure their personal possessions. It is expected that all equipment such as books are kept in a tidy manner. Year 9 will do Prep in the Work Room and will be supervised by the duty member of staff and a House Prefect. Year 9 and 10 Day pupils will store their PE and Games kit in the Year 9 and 10 changing room.

BOARDERS

Boarders live on the ground and first floor of the building. Year 9 and 10 Boarders are in year group dormitories and Year 11-13 have individual bedsits. Each room has a desk, bed, lockable storage and space for clothes and luggage. Boarders will need to provide their own padlock to secure their personal possessions. We have a trunk room to store additional luggage.

	BACK IN HOUSE	IN ROOMS	LIGHTS OUT
Year 9	9.00pm	9.20pm	9.30pm
Year 10	9.15pm	9.30pm	9.40pm
Year 11	9.30pm	9.50pm	10.00pm
Year 12	9.50pm	10.00pm	10.20pm
Year 13	10.00pm	10.10pm	10.30pm

BED TIMES Monday to Friday (and Sunday)

Monday and Friday night are curfew nights. These timings are slightly adjusted on Saturday nights.

KITCHENS

There is a kitchen to cook small meals and make drinks. It is fully equipped, and we expect the students to keep it clean and tidy and wash up after themselves. There are basic provisions for pupils such as bread, cereal and milk provided above the usual school meals.

COMMON ROOM

The Common Room is the social heart of the House. It has a pool table, table tennis table, table football, Wii, piano, board games, NOW TV and Discovery+. It is a place where students can unwind after a long day, and it is also used for a variety of social occasions. Regular Woodlands tournaments and leagues take place for the pupils to compete in and I am hoping that all pupils will use the room regularly and make good use of the excellent facilities available to them.

SCHOOL DAY

REGISTRATION

This takes place at 8.05am every morning in the Common Room. A bell will ring at 8.00am to warn pupils to assemble. Registration is a legal requirement in all British Schools and lateness will not be tolerated unless unavoidable. If a pupil is to be late, please either email in advance or call/text the duty phone on 07833 206453. If your son misses roll call, they must sign in at Reception.

TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Ch.	8.25–8.45 Chapel	8.25–8.45 Tutor Period	8.25–8.45 Chapel	8.00–8.20 Chaplain's Breakfast & Communion 8.25–8.45	8.25–8.45 Chapel	
	8.50-9.35	8.50-9.35	8.50-9.35	Tutor Period 8.50–9.35	8.50-9.35	8.25-9.10
1st						
2nd	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					
3rd	10.50–11.35	10.50–11.35	10.50–11.35	10.50–11.35	10.50–11.35	10.05-10.50
4th	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
	12.30–1.15	12.30-1.15	12.30-1.15	12.30–1.15	12.30–1.15	11.15–12.00 Chapel
5th	Year 12 & 13 Lessons only	Year 9 & 10 Lessons only	Year 12 & 13 Lessons only	Year 11, 12 & 13 Lessons only	Year 12 & 13 Lessons only	12.00–12.45 Academic Enrichment
		12.25–1.	12.30–1.15 Year 9, 10 & 11 Lessons only	12.30–1.30 Lunch		
6th	2.00-2.45	2.00-3.30 Senior Games	2.00-2.45	2.00-3.30 Junior Games		
7th	2.00-2.45	2.00-3.00 Junior GAPS	2.00-2.45	2.00-3.00 Senior GAPS	2.30–4.30 Year 9 Activities CCF Services (Roll call TBC)	
8th	2.00-2.45	3.30–5.00 Junior Games 4.00–5.00 Senior GAPS	2.00-2.45	3.30–5.00 Senior Games 4.00–5.00 Junior GAPS		From 2.00 Games
E	2.00-2.45	Winter timings slightly different	2.00-2.45	Winter timings slightly different		
5.30 pm	5.30–7.00 Prep and Timetabled Music Practice					1
7pm	7.00–7.45 Supper					
8pm	7.45–8.30 Second Prep & Quiet Time					

WOODLANDS A-Z

ACADEMIC MATTERS

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

ACHIEVEMENTS

The School regularly rewards pupils for hard work and endeavour. These will also be celebrated in the House through small prizes and certificates and in the end of term Celebration Assembly. We have a full School and House Rewards and Sanctions Policy.

ADVOCACY

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

ALCOHOL

Alcohol can only be administered by me at special events, and to the Sixth Form only. Apart from this alcohol is banned as per school rules.

BEGINNING/END OF TERM

Communication will be sent out centrally by the School, but I will also communicate House related matters at the beginning and end of term via email.

BICYCLES

Permission must be granted by me if your son would like to bring a bike into School. Students must wear helmets and have functioning locks and lights. They can be stored in the Trunk Room.

BOARDERS OFF SITE

If a boarder wishes to be off site during the weekend such as visiting friends or relatives, permission must be sought. If travelling to a friend, I will also seek the permission of those friends' parents. This must all be actioned 48 hours or more in advance.

BUDDY/BIG BROTHER SYSTEM

Woodlands operates a 'big brother' system for all new students. This big brother will be someone to ask questions, talk to and to find out about the school and there will be regular opportunities for new students and big brothers to meet.

BULLYING

Bullying is simply not tolerated at the School and within the House. If a pupil feels they are being victimised they must come forward and speak to me, another member of staff or a senior boy in the House.

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CHAPEL

Chapel is a wonderful occasion in which the whole School comes together as a community. Chapel takes place on a Monday, Wednesday, Friday (congregational practice) and Saturday. There is also an informal service for boarders on a Sunday. Rev Jack hosts communion and a Chaplain's breakfast on Thursday mornings.

CLEANING

We have a wonderful team of cleaners, all of whom have worked here for many years. Madge, Mandy, Teresa and Barbara are an invaluable part of the team and always welcome a natter with the boys.

CLINICS

Academic departments are open to students at various times during the week for additional sessions to support student progress. These times are published on Teams and on the noticeboards in the Common Room.

CLOTHING

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.

CONTACT DETAILS

All parents and pupils contact details are stored in a secure database. Please inform me of any changes so I can update my records and inform the School Data Manager.

CONTACTING HOME

The students are free to contact home when they have access to their mobile phones or laptops. If they do not have their devices, they can ask Matron, myself, or one of the other House staff to contact parents.

DAMAGES

I am aware that damages occur. Whilst accidents happen, sometimes this is not the case. 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 AND BOARDING

If you would like your child to board for an evening it is important that I am informed at least 48 hours in advance. I understand that this is not always possible, but early indication is welcome. 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 child to board over the weekend I will need to know by the Thursday of that week at the latest.

DECORATIONS

I encourage the students to decorate their rooms with posters and pictures but ask that blutac is used rather than pins to protect the newly painted walls.

DRIVING

Students that have passed their driving test are able to drive themselves to School but must first seek parental permission as well as authorisation from the Headmaster. They will be asked to complete an online form before they are able to collect their parking permit. This permit must be visible in their car when onsite. Cars are to be parked in the Facilities car park by the Facilities Building and car keys are to be handed in to me on arrival in the morning. Students are not allowed to drive other students.

DUTIES

To enable smooth functioning of the House, pupils are required to undertake duties such as ringing the bell and cleaning the kitchen.

EVENINGS

Monday and Friday evenings are curfew nights, meaning the students must remain in the House or garden. Tuesday to Thursday, Dave's, the social centre is open for the students to socialise and meet up with their friends. They are also allowed to visit other Houses but must sign in and make their presence known to the duty member of staff. On occasion, special events will be put on for the students, whether these are whole School, year group or House events.

FILMS

We have a regular film night in the House both educational based and feature films. I would encourage all day pupils to stay and watch after 8pm if they wish. There will of course be popcorn!

FIRE DRILLS

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

GAMES

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.

GARDREN

We are lucky to have lots of outside space here at Woodlands. We have a football pitch, two outside seating areas and in the summer, three grass tennis courts and a croquet lawn.

GRESHAM'S ACTIVITY PROGRAMME (GAPS)

These sessions take place on a Tuesday and Thursday afternoon (after or before games) and are an opportunity for students to participate in activities outside of the normal curriculum.

GUARDIANS

Guardians are selected by the parents of overseas students. I will be in regular contact with guardians to ensure students are safe and cared for if they are not returning home during the holidays.

HAVE YOUR SAY

This is a very important aspect of the House and School. Students are encouraged to air their opinions, thoughts and complaints by either raising it in a formal student voice forum or emailing members of staff directly. There are posters up in the House explaining the process further for students. There is also an anonymous suggestion box in the hallway.

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HOLIDAYS

Pupils are requested to return at the times specified in the calendar. If this is not possible, please contact me to discuss further.

HOMESICKNESS

Moving to a new School and being away from home can be difficult. Homesickness can affect anyone, but support is here for those individuals. I would encourage any student struggling with homesickness to either come and speak to myself, their tutor, Matron or a senior student in the House.

HOME WEEKENDS

The House remains open if pupils require accommodation. However, I recommend that pupils get away if possible. To arrange relevant travel please email <u>travel@greshams.com</u>. If pupils do remain at school during a home weekend, an additional charge will be added to the fee account.

HOMEWORK/PREP

This is undertaken every night from 5.30pm to 7.00pm and for Year 11 and Sixth Form students from 7.45pm to 8.30pm. This is a vital time, and it is unacceptable for pupils to be walking around the House or not getting on with work. If prep is not completed in this time, pupils are expected to find their own time to do this. Sixth Form pupils would be expected to work well beyond the times above at crucial points in the year.

HOUSE ASSEMBLIES

These occur on Monday afternoons from 4.30pm to 5.15pm throughout the year. It is compulsory for all pupils to attend unless a special request for absence. At times, the above might change due to other events.

HOUSE COUNCIL

Mrs Knightbridge and the Head of House will chair a half termly House Council. This forum will discuss issues arising in the House and each year group has two elected representatives. Agendas and minutes are circulated to the House and a poster in the Common Room demonstrates the action the House Council are taking.

HOUSE GAMES

We have a pool table, table tennis table, table football table, Wii and piano in the Common Room in addition to a selection of board games.

HOUSE MUSIC

This is the major event in the Michaelmas Term. I will as far as possible make it not time heavy, but towards the end of term this will be unavoidable. When pupils are required to stay late, I will inform parents by email. Please apply for tickets early to avoid disappointment. Pupils leaving for flights are reminded that the boarding house is open on the Friday night and departures should take place on the Saturday.

HOUSE SECURITY

The House is locked every night and is only accessible by fingerprint recognition. Pupils will be made aware of the code when necessary and it is important this is not shared. I would like pupils to turn off lights and close windows in their studies as a matter of course. All expensive items should be safely stored away, and students should supply their own padlocks.

HOUSE SOCIALS

These occasions are important to allow year groups and the whole House to gel as a community. House socials are published to parents and students at the beginning of each term.

ILLNESS/INJURY

If a student is ill or injured, they should see Matron in the first instance. Matron will then advise whether they need to be seen by the Health Centre. If students are ill outside of Matron's working hours, they should come and see one of the residential members of staff. Should their illness or injury be more serious, they may be advised to go to Cromer Minor Injuries or Norfolk and Norwich Hospital. Boarders will be driven by a member of staff and parents of Day pupils will be contacted.

INTER-HOUSE COMPETITIONS

These occur regularly throughout the year in debating, academia, sport, music and drama. They are hotly contested, and Woodlands have a recent history of performing consistently across all competitions.

LAUNDRY

There is a central laundry in which most clothes go to be washed. Matron will publish timings of when it is collected. Matron also washes some clothes in House and clean, laundered clothes are stored on individual student shelves in the laundry room. If students have wet boots, they are advised to store them in the drying room.

LAPTOPS AND TABLETS

The Gresham's Digital Strategy was introduced in September 2023 and all students are given a School device. They must adhere to the Schools Acceptable Use Policy and follow instructions carefully about how to care for and look after the device they are given. If support is required, the IT department will help resolve any issues.

LINEN

This is all provided by the House and Matron is responsible for organising the laundry system which the students will be made aware of. Pupils can bring their own duvet sets, pillows and mattress toppers if they wish.

LOST PROPERTY

Matron collects any lost property and students are advised to see her in the first instance if they cannot find anything. Matron puts out all lost property at the end of each term to try and return items to their rightful owner.

MEALS

All meals are had in the CFB, and a wide variety of foods is provided. We are committed to meeting the dietary, medical and religious needs of all in our care. Such needs can be made clear to myself and Matron by parents or the students themselves at any stage during the academic year. The House kitchen is also open at various times of the day and in the evenings and the students are encouraged to cook for themselves.

MEDICATION

This is administered by Matron. Students are allowed to self-medicate on discussion with parents, Matron, the Health Centre and myself.

MENTAL HEALTH

The safety and well-being of each student is paramount. If students are struggling, they are encouraged to seek out an adult they trust or a senior student in the House. There are Sixth Form Mental Health Champions that promote mental health and well-being to the School regularly and two Mental Health nurses.

MERIT LEAGUE

This is a House rewards initiative that rewards individuals, year groups and tutor groups who receive the most merits in a week or term.

OUT OF BOUNDS

Pupils are not allowed onto the Cromer Road at any time, unless attending Town Leave. When pupils are allowed into Holt, they must remain in the town and not venture away from it. The Woods are out of bounds past 5.30pm each evening.

OVERSEAS PUPILS

A full induction for pupils from overseas will be provided by Mrs Corder in the first week of the Michaelmas Term in addition to the induction on the first Sunday of term.

PARENTS' MEETINGS

These are held periodically throughout the year and are held online to discuss progress of your son academically. It is also a good time to catch up with me to discuss any concerns. The dates of these can be found in the School calendar.

PASSPORTS

I hold the passports for the students in a safe in my office and issue these as and when required.

PASTORAL SUPPORT

All members of staff are trained and able to support your child. If a student needs to speak to a residential member of staff, they must ring the doorbell of their residence and await a response. They must not enter the accommodation uninvited and will be granted access only to the HSM study if they do enter.

MOBILE PHONES AND DEVICES

The House is not responsible for valuables such as mobile phones, and these should be used at appropriate times. Posters are published in House to indicate when students can use their mobile phones.

THE WEEK/THE WEEK JUNIOR

As a House, we subscribe to the The Week and The Week Junior so the students can be kept abreast of the news from across the globe.

PARENT SOCIAL COMMITTEE

Parents are also a vital part of the House community. There is a Parent Social Committee that arrange regular opportunities for parents to meet and socialise throughout the year. If this is of interest to parents, please do contact me.

POCKET MONEY

Most students will have bank cards and Apple pay, but if they do require cash, I am more than happy to look after it on their behalf until they need to use it.

POSTAL ADDRESS AND PARCELS

The address for Woodlands is – Woodlands Gresham's School Cromer Road Holt, Norfolk NR25 6DZ

PREFECTS

The House management team is made up of Mr Sharrock, Mrs Knightbridge, Matron, Mr Liberman and the House Prefects. The Prefects have a very important position as role models for the younger pupils and I am delighted to announce the following positions for the academic year 2024-25: Head of House: Robbie F

Deputy Head of House: Hector

House Prefects: Edgar A, Felix B, Max C, Ollie C, Sammy H, Charl M, Ben W

PUPIL VOICE

Pupil voice is an extremely important part of the Woodlands and Gresham's community. There are a variety of different student voice forums that students can join to drive new initiatives both in the House and across the School. Students could involve themselves in the House Council, the Equalities, Diversity and Inclusion group, the Overseas Students Forum and the Dining Hall Committee.

ROOMINGS

A Microsoft Form is sent to the students at the end of each term to allow them an opportunity to select who they would like to share a room with or which room they would prefer. I try to consider all requests and if students are unhappy with their allocated room, they should speak to me. Rooms are changed each term, so students get the opportunity to room with different pupils and experience different parts of the House.

SANCTIONS

We follow the School Sanctions Policy in the House.

SCHOOL RULES

School rules always apply and can be found within the Student Handbook. I hope the students are respectful, caring and loyal to their peers and the House.

SIGNING OUT

If students are going to miss AM or PM roll call or are going off site, they must sign out using the Signing Out Book which will be positioned in the Front Hallway. This is crucial to maintain an accurate list of pupils in the House.

SMOKING/VAPING

This simply is not tolerated and will be dealt with by myself, the Deputy Head Pastoral and in some cases, the Headmaster.

SOCIAL MEDIA

Please follow us on Instagram to keep up to date with events and activities the House are taking part in. O @woodlands_greshams

SPEAKERS

Pupils are encouraged to bring and use these but must remember to turn off when leaving their rooms and to use them quietly!

TELEVISION

Television in the Common Room can be watched before Prep and after 7.30pm. NOW TV and Discovery+ show all the big matches will be aired whenever possible. Come on you Spurs!

TRAVEL ARRANGEMENTS

If you require any travel to/from airports/stations at the beginning or end of a holiday, please contact **the** Transport Manager via email at <u>travel@greshams.com</u>.

TRIPS

For boarders, there is a trip provided every weekend 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 students to attend. A list of these can be found in the online calendar. I will also communicate details via email at the beginning of each term.

UNIFORM

For a list of uniform requirements, please visit the School website here.

VISITS

Parents are welcome anytime. It would be wise to contact your child to avoid a wasted journey. I will endeavour to be at School matches where we can catch up over a cup of tea. Parents are encouraged to attend School and House functions which can be found in the online calendar.

WOODY OF THE WEEK!

This is an internal House award that is presented each week to a member of the House who has embodied the House principles of trust, honesty, hard work and kindness. They will have to look after 'Woody' for the week.

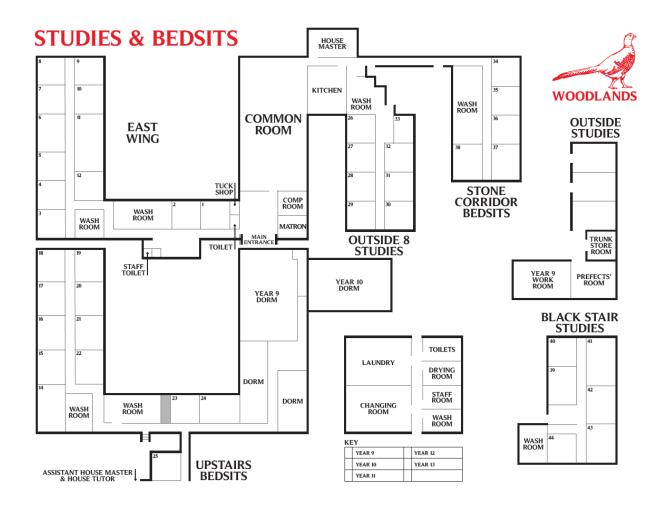
USEFUL CONTACT DETAILS

C O N T A C T	PHONE	E M A I L / W E B S I T E		
Douglas Robb (Headmaster)	01263 714511	headmaster@greshams.com		
Lizzie Alexander (Deputy Head Pastoral)	01263 714509	lalexander@greshams.com		
Darrell Chart-Boyles (Deputy Head Academic)	01263 714514	dchartboyles@greshams.com		
Dominic Atkinson (Deputy Head Co-curricular)	01263 714523	datkinson@greshams.com		
Lyndsay Fielding (Director of Pastoral Care)	01263 714621	lfielding@greshams.com		
Health Centre	01263 712142			
School Shop	01263 714591			
Reception				
Reception will pass on any messages to me as	01263 714500	reception@greshams.com		
soon as possible				
Auden Theatre Box Office	01263 713444			
Holt Medical Practice				
Kelling Hospital, Old Cromer Road, High Kelling,	01263 712461	www.holt-practice.nhs.uk		
Holt, NR25 6QA				
Holt Dental Care	01262 002556			
Caxton House, Market Place, Holt, NR25 6BW	01263 802556			
Lords Opticians	01263 713130	www.lordsopticians.co.uk		
28 High Street, Holt, NR25 6BH	01203 / 13130			

For full details of the school calendar, fixtures and important events, please visit the school calendar.

www.greshams.com/about-us/calendar/

WOODLANDS FLOOR PLAN





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

01263 714500

www.greshams.com

Registered Charity No: 1105500