



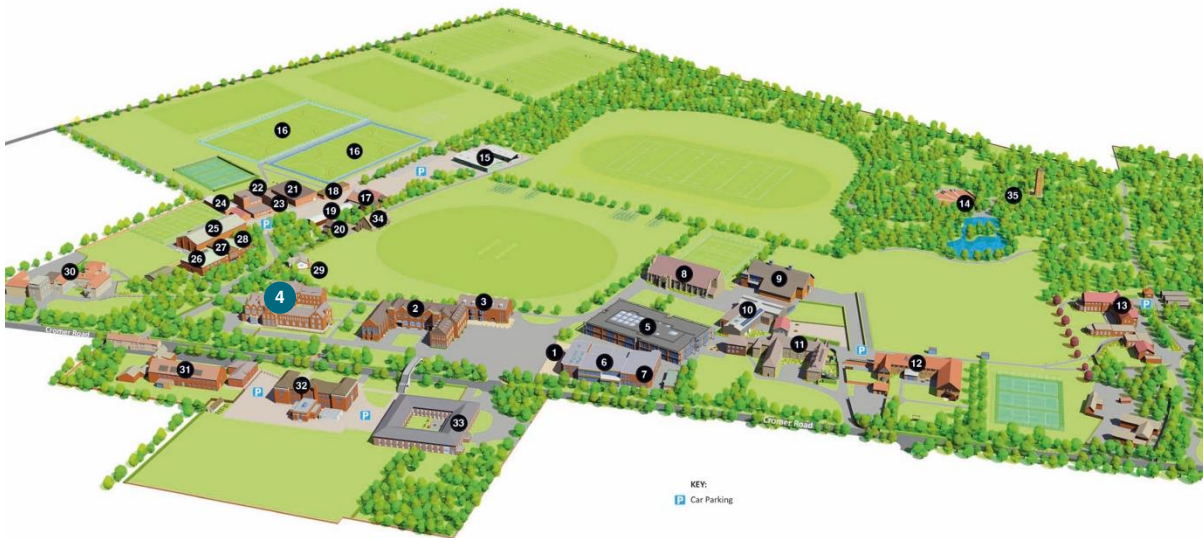
H O W S O N ' S
H O U S E H A N D B O O K

2 0 2 3 / 2 4



LOCATION OF HOWSON'S

See map number 4.



- | | | | |
|------------------|--|--------------------|--|
| ① Reception | ⑩ Britten Building | ⑱ CCF Headquarters | ⑳ Arkell House |
| ② Big School | ⑪ Farfield | ⑲ Shooting Range | ㉑ Dave's |
| ③ Reith Block | ⑫ Edinburgh | ㉒ REME Shed | ㉒ Old Pavilion |
| ④ Howson's | ⑬ Queens' | ㉓ 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 |



WELCOME TO HOWSON'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.

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

MR J C COWAN
HOUSEMASTER





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 ten Housemasters (including Mr Cowan) over its 120-year existence, although the board in Howson's common room lists an eleventh. 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.



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

D U T Y M O B I L E : 0 7 8 3 3 2 0 6 4 5 0

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.

H O U S E M A S T E R

Mr JC Cowan
joecowan@greshams.com
01263 714573
07900 605801



I joined the school as Director of Hockey in 2019. I am a self-described sports badger. I love all sports but am an avid Tampa Bay Rays baseball fan as well as a Norwich City football fan, which is the city I grew up in. I love to read and played a lot of musical instruments growing up.

I live in the House with my wife Bec, Evan (8) and we are hoping to be joined by a new Labrador very soon! We love the beach (this is us at Southwold), paddle-boarding and trips away. Our favourite place in the world is Disney (which is where I proposed to Bec!). My office is just off the common room so very easy for the boys to find. 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, unless it is an emergency.

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

Mr Jason Hyatt
jhyatt@greshams.com
07833 206 450



I am joining Howson's as a resident house tutor with my wife, Zoe, and our black lab, Otto. Previously, I have spent time as a Deputy Head at Gresham's Prep School whilst my daughter and son were pupils at the senior school.

If I am not out walking Otto, I am enjoying anything to do with sport. As a form of self-punishment, I am an avid Canary fan and will often be found spending my spare time at Carrow Road supporting Norwich.

RESIDENT TUTOR

Mr Gerald Womack
gwomack@greshams.com
07833 206 450



I am joining Gresham's as a Resident Tutor and teacher of Physics in 2023. I am a lifelong enthusiast of the Sciences with a particular love of Natural Philosophy and Physics.

Before coming to Gresham's, I completed my Masters Degree in Theoretical Physics and I completed my PhD in Applied Physics at the CREST centre at Loughborough University. In my downtime, I enjoy many art forms including books, music, film and video games. I find the mastery of communication between humans in all these formats truly impressive. Although I dedicated my life to the scientific rigour, I have a pronounced appreciation for the arts. Joining me at the school will be my Pug dog Bentley.

HOUSE MATRONS

Catherine Dennard 07833 206 450
Kitty Luck 01263 713112
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!



Kitty

I have lived in Norfolk for 5 years now and joined Howson's as Matron in the Lent term of 2024. I have two young children, who attend the pre-prep. Outside of school life, I am also an events planner & coordinator. I love living by the sea and feel very blessed to live in such a beautiful part of the UK, where I can enjoy coastal walks with my 3 dogs. I hope to bring my youngest dog, a fox red Labrador, into house occasionally! I am very passionate about the values of Gresham's and put great importance into creating a warm and friendly environment for the boys in their "home away from home". If you ever need a chat, do pop into Matron's office at any time.



OUR TUTOR TEAM

The following staff are the visiting tutors for Howson's. They supervise the house between 17.15 & 23.00. 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
(Mathematics Master)



Mr Elliot Robinson
(Mental Health Nurse)

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

Your child will also 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

Clare, Lauren, Sam and Lindsey make up our wonderful team of cleaning staff, who have worked here for many years. 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 really 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 2024 / 25

	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	
1st	8.50–9.35	8.50–9.35	8.50–9.35	8.50–9.35	8.50–9.35	8.25–9.10
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					10.50–11:15 Period 3 11:15–11:50 Chapel
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
5th	12.30–13.15	12.30–13.15	12.30–13.15	12.30–13.15	12.30–13.15	
6th	14:00-14:45	14:00-15:30 Senior Games Junior GAPs	14:00-14:45	13:45-15:15 Junior Games	14:00-16:00 CCF/Services	14:00-16:30 Games
7th	14:50-15:35		14:50-15:35			
8th	15:40-16:25	15:30-17:00 Junior Games Senior GAPs	15:40-16:25	15:15-16:45 Senior Games		
4.30-5.30	House Time		GAPs			

HOUSE TIMINGS

Roll Calls

DAY	MORNING	AFTERNOON (FORMAL OR ROLLING)	EVENING	LATE EVENING
Monday	08:05	13:00-13:45	17:25	19:45 <i>Curfew night</i>
Tuesday	08:05	13:00-13:45	17:25	19:45
Wednesday	08:05	13:00-13:45	17:25	19:45
Thursday	08:05	13:00-13:45	17:25	19:45
Friday	08:05	Rolling in CFB	17:25	19:45 <i>Curfew night</i>
Saturday	08:05	10:50	18:30	21:00
Sunday	10:45	14.30-15:30	18:30	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 16.30, 17.30, 19.00, 19.30 or 20.30. Pupils can stay later if there is a School or House event, but this should be communicated in advance with the HsM.

H O W S O N ' S A - Z

A B S E N C E

It is vital that this is reported to me 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, again, 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

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 on the School site. All boarders have a study space in their rooms. Y9 and 10 usually share a room with one or two other boys. These groupings will change each term to allow boys to get to know everyone better. Year 11 and 6th form have their own study-bedrooms throughout the house. All day boys will have their own day studies 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 the 6th Form only. Apart from this alcohol is banned as per school rules.

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

Monday to Friday (and Sunday)

	R E T U R N T O H O U S E (Devices handed in, showered and sorted for bed)	I N R O O M S	L I G H T S O U T
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 HSM/AHSM on duty.**

B I K E S

If these are used, please contact Mr Cowan 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 Cowan.

Irresponsible riding will see this privilege removed.

BOARDERS' ROOMS

Each room will have a desk, bed, wardrobe and a lockable space for clothes and belongings. Luggage can be stored within the house. Year 9 dorm rooms will not have a desk as they will complete prep in their work 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 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.

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 the Housemaster or another member of staff.

CARS

Lower 6th and Upper 6th are allowed to bring cars to School once they have passed their test. There is a form available from the Headmaster's Office which must be completed and signed 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.

COMMON ROOM

The Common Room is the heart of Howson's and is where roll calls are held. We have Sky TV, a piano and a pool table. We host a number of events throughout the year. I would strongly encourage the pupils to spend as much time as possible here.

COMPETITIONS - INTER-HOUSE

There are lots of inter-house competitions. Practice for House Music will start in September and is a great way to get involved in the House. There is also House Art, Cricket, Cross Country, Debating, Gritty Grasshopper, Hockey, Rugby Sevens, Swimming, Tennis and Sports day.

CONTACTING HOME

Boarders are always welcome to use the landline in matron's office to contact home in consultation with matron or the duty staff member.

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, which can also be purchased online through School Colours.

C O M M E N D A T I O N S & A C H I E V E M E N T S

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.

D A M A G E S

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.

D A Y P U P I L S & B O A R D I N G

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 child to board over the weekend I will need to know by the Thursday of that week at the latest.

D E C O R A T I O N S

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. Pupils are advised to check with me if unsure. Please do not use nails, pins or cellotape on the walls, woodwork or ceilings.

D O O R S

The boys' rooms are their own space and sometimes they will need privacy. In all non-emergency situations, House staff will always knock before entering rooms. If pupils are getting changed, please shout 'changing'. Staff will then wait and enter when instructed.

D U T I E S

To enable smooth functioning of the house pupils are required to undertake duties such as ringing the bell, tidying shared spaces and cleaning the kitchen in the evening.

D R E S S

Pupils must always be dressed respectfully and modestly when walking around the House. No shorts or flip flops are allowed in Chapel on a Sunday.

E N V I R O N M E N T

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.

F I R E D R I L L S

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.

F O O D & D R I N K

This should be consumed in the kitchens and common rooms only. No food should be consumed in studies. 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 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 Baker, the Assistant HsM and is passed on to Mr Cowan for feedback. 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 always be respectful to others' property. Moving any furniture should be discussed with Mr Cowan 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.

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 your opinions, thoughts or worries at any time (without parental consent) by talking to or messaging any of the following: academic tutor, Residential staff, Assistant Housemaster, Housmaster, 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.

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 bodies where certain topics can be raised. 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 pupil did have a complaint, you 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 the pupil was unhappy with the outcome, this can be raised with Mrs Alexander.

H O L I D A Y S

Pupils should clear rooms completely for the holidays, unless told specifically by me. Make sure you take everything with you as the House is not accessible during the holidays. 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. However, I recommend that pupils get time away if possible. To arrange relevant travel please email 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 7.00pm and for the older pupils, there is a second prep from 7.45pm to 8.30pm. 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 1st prep. Y9 will work in the common room and there are other spaces that are available for group study which will be sanctioned by the duty member of staff. The Library is open for pupils to study during these times. Any pupil in Y9-11 wanting to study away from house should request a chit from the duty member of staff and present this at the Library on arrival. 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.

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. Pupils will be made aware of the code when necessary and it is important this is not shared. All expensive items should be safely stored away. I have spare padlocks if required.

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 need to 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 night-time. Misuse of your personal electronic devices in House will result in their removal for 1 day. This escalates following further misuse. Misuse around the School site is discussed in the Senior School Handbook. Pupils should be smart when online and always consider what you are sharing with who. They should keep devices stored safely and locked when away from them. 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 is 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.

M E D I C A T I O N

This is administered by Matron or the House staff. No medication should be kept in your boys' 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.

M E A L S

It is a School requirement that all meals provided should be taken. Pupils are expected to be in breakfast before 7.35. Light meals can be prepared and cooked in house after second prep, when the kitchen is opened.

M E N T A L H E A L T H

It is really important to me that the boys have an open dialogue around male mental health. If pupils are concerned, we strongly encourage them to start a conversation with a member of staff they trust, so that the appropriate avenue of support might be agreed at the School's Welfare Meeting. Pupils can also access support via the HELP posters which offer phone numbers for independent Listener, the DSL team here at the Senior School and various national organisations. There is also a reporting button on the School dashboard that pupils can use if they have a concern themselves or for another pupil. There are lots of Mental Health Pupil Champions who pupils 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. It runs on a Wednesday 5-7pm. I believe strongly that pupils need to look after their mental health and share things that are on their mind, rather than bury their concerns.

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 be used at appropriate times. Year 9 & 10 pupils hand their phones in every morning, but other pupils can have their phones on them during the day, but they must not be seen or heard, unless directed by a member of staff. All pupils must hand in their phones during prep and can collect them at the end. Mobiles will be collected at bedtime from all boys and will be returned the following morning. Year 9 and 10 pupils are not allowed their phones for town leave or on mid-week away fixtures unless they are being collected from the match location.

M O N E Y

We are able to hold small amounts of cash for pupils but would strongly recommend that all boys carry a bank card with them to School. While payments on phones is 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 Cowan holds the passports for the boys in his 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. In certain circumstances, pupils may be asked to open post in front of the Housemaster so they can be clear that what has been ordered is appropriate and sensible.

R O O M S

Pupil's rooms are their own personal space. In most instances, House staff will always knock before entering. It is very important that pupils respect the privacy of others and therefore do not enter other pupils' rooms without them being there and having been invited. If a pupil is seen entering another pupil's room without this, it should be reported to a staff member as soon as possible. The private space of all pupils should be treated with the upmost respect. This is very important in shared bedrooms.

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 resident uninvited and will only be allowed to access the HSM study.

S A F E T Y

There should be no matches or lighters in school and smoking, vaping and alcohol are also banned from House. In some circumstances, Sixth Form pupils may be offered an opportunity to have alcohol by the Housemaster and this will be communicated with parents in advance. 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.

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 Cowan will also communicate details via email.

P O C K E T M O N E Y

It is not advised that pupils bring valuables to school. We are able to hold small amounts of pocket money for boarders in the House and the tuck shop has not been installed with a card machine for those not wanting to bring cash. There is also the option of setting up an account at the bank in town for larger sums of money. Please note that the School insurance cover does not include personal possessions.

M U S I C

Pupils are encouraged to bring speakers but at no point should music be heard in the corridors.

S A N C T I O N S

We follow the School Sanctions Policy in the House.

S C H O O L R U L E S

School rules apply at all times. I hope the boys are respectful, caring and loyal to their peers and the House.

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 on duty as support for the visiting tutor. 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 HsM 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 BT and Sky Sports and a range of movie apps for the boys to enjoy.

T O W N L E A V E

Pupils are able to pop into town on certain days of the week, the times can be found on the noticeboards in House. They must have attended School lunch first. 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.

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 (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 imperative that we know who is in the 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.

IN ADDITION, FOR PREFECTS

- **House Prefects** may wear a plain, well-cut pastel coloured shirt of their own choice
- **School Prefects** may wear patterned shirts, a patterned V-neck jumper (but no cardigans) or a tasteful waistcoat

WEEKEND

Saturday supper is served at 17.30. The food is chosen by the boarders from the duty house each week. The venue for this varies week to week. In the evening, there is a structured activity for boarders to join in with and usually runs from 19.00-21.00.

On Sunday the performance gym is open in the morning and there is a morning run with Mr Cox. Brunch is served at 11am and the Sunday activity will usually depart at 11.30. Supper is 17.30 followed by Chapel at 18.00. There is also an evening swim slot each week.

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

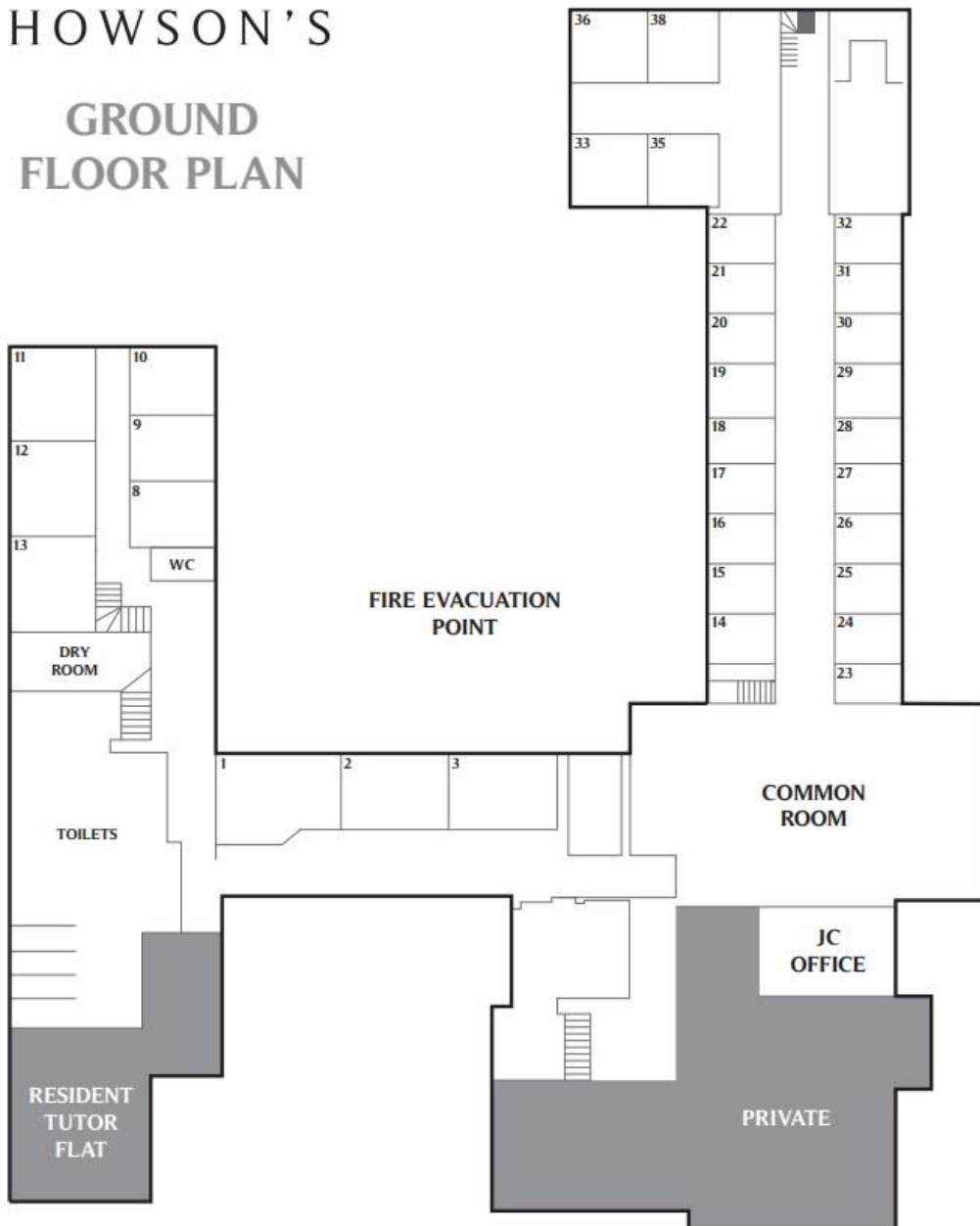
C O N T A C T	P H O N E	E M A I L / W E B S I T E
Senior School Reception	01263 714500	reception@greshams.com
Headmaster - Douglas Robb	01263 714511	headmaster@greshams.com
Deputy Head Pastoral – Lizzie Alexander	01263 714509	lalexander@greshams.com
Deputy Head Academic – Tim Hipperson	01263 714514	thipperson@greshams.com
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	www.greshams.com/about-us/calendar/	

HOWSON'S
FLOOR PLANS



HOWSON'S

GROUND
FLOOR PLAN





HOWSON'S

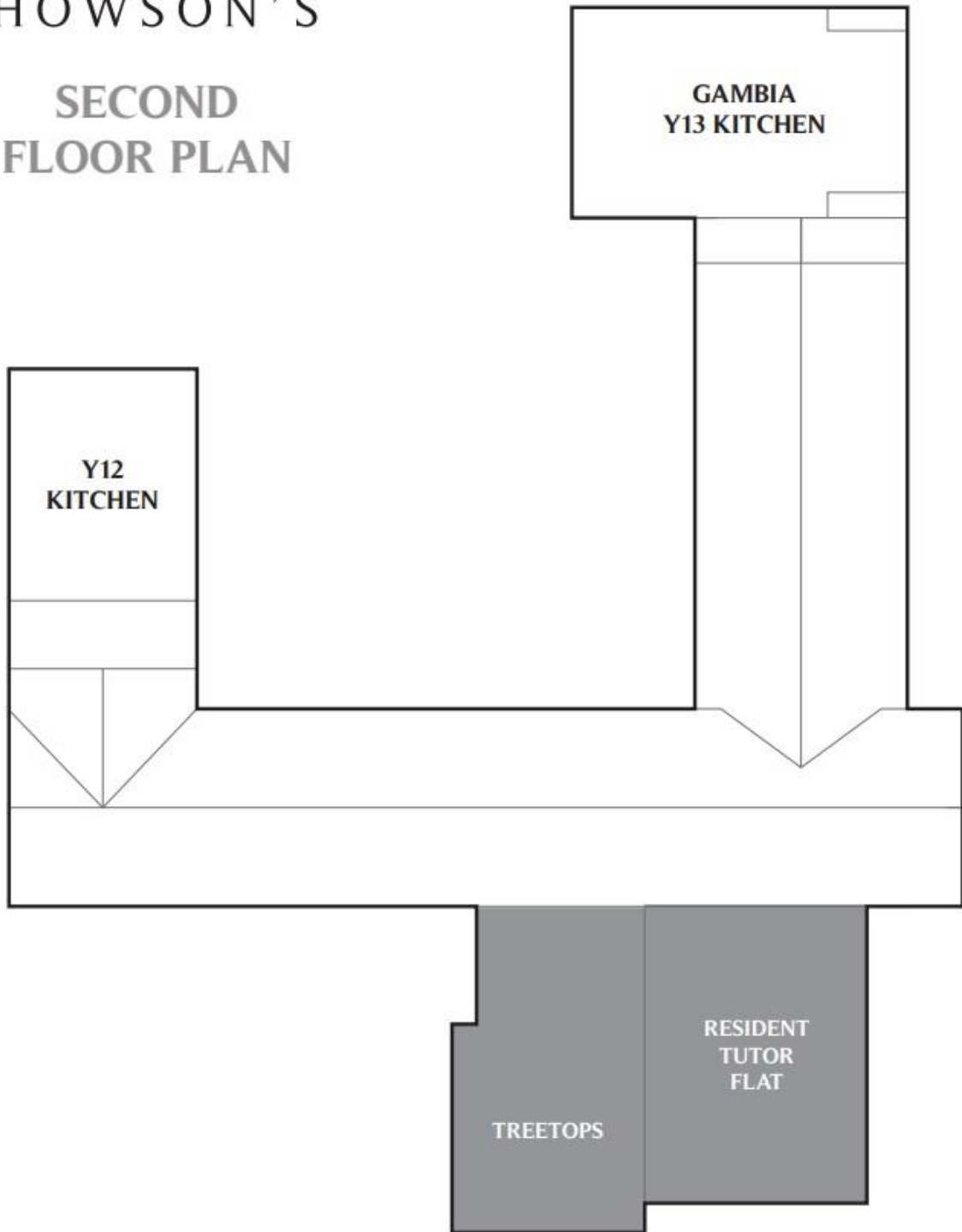
FIRST
FLOOR PLAN





HOWSON'S

SECOND
FLOOR PLAN



B O A R D I N G P R I N C I P L E S A N D P R A C T I C E

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.

P R A C T I S E

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 Creed: 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 Creed: 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





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

01263 714500

www.greshams.com

Registered Charity No: 1105500