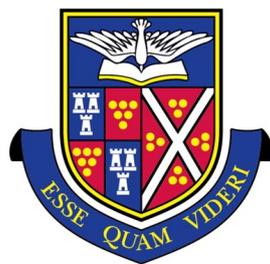




Truro School New Pupil Handbook 2016-17



TRURO
SCHOOL



Contents

Term Dates 2016/17	3
Daily Routine	4
Frequently Asked Questions	6
Transport	8
Useful Contact Details	11
School Uniform Suppliers	12
School Uniform and Appearance Rules	13
Sixth Form Dress Code	14
School Life	15
Computers and IT	16
Meals	19
Useful Information	20
Pastoral Care	21
Medical Centre	22
Financial Matters	23
Co-curricular Clubs and Activities	24
Further Information for Parents	25
School Rules	26
School Map	28

Term Dates 2016-17

Autumn Term 2016	
New Boarders arrive	Thursday, 1 September
Transport leaves Heathrow at 10.30am	Thursday, 1 September
Staff INSET	Friday, 2 September
Induction Day (1 st Year and Lower Sixth)	Friday, 2 September
Existing Boarders Return	Sunday, 4 September
Autumn Term begins	Monday, 5 September
Half Term	24 October—4 November
Boarders leave	Friday, 21 October
Boarders return	Sunday, 6 November
End of Term	Friday, 16 December
Boarders' transport leaves for Heathrow at 8am	Saturday, 17 December
Spring Term 2017	
Staff INSET	Wednesday, 4 January
Boarders Return	Wednesday, 4 January
Transport leaves Heathrow at 10.30am	Wednesday, 4 January
Spring Term begins	Thursday, 5 January
Half Term	13 – 17 February
Boarders leave	Friday, 10 February
Boarders return	Sunday, 19 February
End of Term	Friday, 31 March
Boarders' transport leaves for Heathrow at 8am	Saturday, 1 April
Summer Term 2017	
Boarders Return	Sunday, 23 April
Transport leaves Heathrow at 10.30am	Sunday, 23 April
Summer Term begins	Monday, 24 April
Half Term	29 May – 2 June
Boarders leave	Friday, 26 May
Boarders return	Sunday, 4 June
End of Term	Friday, 7 July
Boarders' transport leaves for Heathrow at 8am	Saturday, 8 July

Daily Routine

We have recently finalised plans to introduce some changes to our school day in September 2016. These changes were endorsed by our governing body in March.

New structure for the school day from September 2016

In the Truro School Strategic Plan 2014-2020 we set out that we intended to change the structure of the school day to better support us in our mission to provide an holistic education. As part of the same strategic planning process we identified that there were enhancements that we needed to make to our taught curriculum, both in terms of our subject offering and the contact time our teachers needed with students in certain subject areas. After consultation with our teaching staff combined with feedback from students and parents (including via the Parents' Communication Working Group) we have a clear proposal to re-structure our school day from September 2016.

We are excited about the opportunities these changes will give us to improve our curriculum, enhance the quality of teaching and learning and improve the effectiveness of our form tutor system.

The key features of change relate to two main areas: the length of lessons and the shape and structure of each day.

Length of lessons

Truro School will be changing its lesson length from 35 minutes to 50 minutes. This move allows us to increase overall contact time in the classroom by 70 minutes each week as well as the frequency of contact at A Level. We believe that 35 minutes is too short and 70 minutes is too long for most non-practical subjects, particularly in the pre-A level years. We have also been able to make some essential additions to our curriculum. See FAQ pages for further detail.

The shape and structure of the day

The picture below shows the proposed structure for the Lower School (1st and 2nd Year). You will note the different timings on Wednesdays when academic lessons finish before lunch and are followed by Wednesday afternoon activities.

Lower School						
1st and 2nd Years						
Week A						
	Mon	Tues	Thurs	Fri		Wed
8:45 - 8:55	Registration				8:45 - 8:55	Registration
8:55 - 9:45	50	50	50	50	8:55 - 9:45	50
9:45 - 10:35	50	50	50	50	9:45 - 10:35	50
10:40 - 10:55	<i>Chapel</i>	<i>Tutor</i>	<i>Tutor</i>	<i>Assembly</i>	10:40 - 11:30	50
10:55 - 11:15	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	11:30 - 11:50	<i>Break</i>
11:15 - 12:05	50	50	50	50	11:50 - 12:40	50
12:10 - 1:00	50	50	50	50	12:45 - 1:00	<i>Chapel</i>
1:00 - 2:00	<i>Lunch/Activities</i>				1:00	<i>Lunch</i>
2:00 - 2:50	50	50	50	50	2:00 - 3:45	<i>Wednesday activities</i>
2:55 - 3:45	50	50	50	50		
3:45 onward	<i>After school activities</i>		<i>After school activities</i>			

The second picture shows the proposed school day for the Middle School (3rd- 5th Year). Again, note the different timings on Wednesday where we need to schedule five academic lessons in the morning in order to deliver our planned curriculum. The picture is identical for the Sixth Form except for the fact that tutor periods and chapel occur on different days of the week.

Middle School						
3rd - 5th Years						
Week A						
	Mon	Tues	Thurs	Fri		Wed
8:45 - 8:55	Registration				8:45 - 8:55	Registration
8:55 - 9:45	50	50	50	50	8:55 - 9:45	50
9:45 - 10:35	50	50	50	50	9:45 - 10:35	50
10:40 - 10:55	<i>Tutor</i>	<i>Chapel</i>	<i>Tutor</i>	<i>Assembly</i>	10:40 - 11:30	50
10:55 - 11:15	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	11:30 - 11:50	<i>Break</i>
11:15 - 12:05	50	50	50	50	11:50 - 12:40	50
12:10 - 1:00	50	50	50	50	12:45 - 1:35	50
1:00 - 2:00	<i>Lunch/Activities</i>				1:35	<i>Lunch</i>
2:00 - 2:50	50	50	50	50	2:00 - 3:45	<i>Wednesday activities</i>
2:55 - 3:45	50	50	50	50		
3:45 onwards	<i>After school activities</i>		<i>After school activities</i>			

A summary of the key advantages to this new pattern are as follow:

- The move from 35 minute to 50 minute lessons allows us to gain 70 minutes of contact time in the classroom each week.
- The new school day breaks up neatly into 3 blocks of 2 x 50 minute lessons.
- Period 1 at 8.55am provides a crisp start to the academic day and reduces current inefficiencies.
- A 50 minute lesson better allows teachers to practise the principles of Assessment for Learning (engaging students to find out what they know, what they partly know and what they do not know so that the follow-on activities can advance learning). 35 minutes is too short.
- 8.45am for form registration is an important daily pastoral touchpoint for tutors. It also provides a 10 minute buffer at the start of the day for unforeseen travel problems.
- Chapel/assembly/tutor period at 10.40am followed by break provides a structural incentive for timings to be observed, and gives flexibility when needed that doesn't eat into academic lessons.
- Improved tutor time with two dedicated tutor periods each week plus the option to use some Fridays.
- Moving Headmaster's assemblies from every Tuesday to alternative Fridays allows tutor periods to be loaded towards the beginning of the week and also for house assemblies and additional tutor periods as required.
- Slightly shorter lunch should mean students are more focused before afternoon lessons.
- Form registration in teachers' classrooms not form rooms leaves teachers well placed for a prompt start to period 1.
- A 15 minute chapel service for the Lower School on Wednesday helps with the formation of our younger pupils in the characteristics of an education based on Christian values and to preserve our tradition of congregational singing.

The academic timetable for 2016/17 has been written to bring these changes to fruition. Over the course of the next academic year we will evaluate the effectiveness of these changes and make any further adaptations as required.

Frequently asked Questions

Q1: What has led to the decision to make this change?

The conclusion of the internal debate which we have been having for well over a year is that a move to 50 minute lessons is right for Truro School. In the current model 35 minute lessons are too short, and, for most non-practical subjects, 70 minutes too long. And so the debate amongst teachers, heads of department, heads of year and the leadership group has reached its exciting conclusion.

Q2: You've decided to change the length of lessons. But isn't 35 minutes the standard for independent schools? What are the benefits of the 50 minute model?

Over the past decade or so many independent schools have moved to variations on the longer lesson (anything from 45 minutes to an hour). We believe that the longer lesson model will offer greater opportunity for teachers to practise the principles of Assessment for Learning. By engaging in formative assessment (that takes place during the learning process), allowing for group work and enabling a higher degree of pupil participation in lessons, the teacher acts much more as a guide to pupils' progress rather than as the keeper of a body of knowledge that must be delivered necessarily quickly owing to the short amount of time available. Our aim is to guide students towards a more independent mode of learning where they progressively take responsibility for their own progress. Many of the current 35 minute lessons at Truro School are taught as double periods. By moving to 50 minute lessons, and keeping curriculum time very similar for each subject, the frequency of contact between teacher and student will increase, particularly in the GCSE years and Sixth Form. We believe that 50 minute lessons will be better for student concentration (especially for non-practical subjects). There will be the opportunity for some double lessons to be taught in practical subjects.

We have no doubt that a move to the longer lesson model is quite in keeping with modern pedagogical thinking. We have also undertaken research by talking to and observing experience in similar schools.

Q3: Surely with 50 minute lessons, you won't be able to get as many into the week. Does this mean you'll be reducing the teaching time you're allocating per subject?

In almost all cases subjects will either receive slightly more or about the same amount of time as they had previously. The move to the longer lesson model means we'll be operating a two weekly timetable, so a student's lesson timetable in "Week A" will look different from "Week B". Weeks A and B will be very clearly advertised in the termly calendar, student planners, Friday bulletin and so on.

We have also taken the opportunity to reconsider exactly what each subject needs at each level and have rebalanced the curriculum in areas where we felt that was necessary. We are satisfied that all subjects at all levels will be getting the right amount of time. In most cases the move is straightforward. For example, a Sixth Form student who currently has eight 35 minute lessons per week (560 minutes per fortnight), will move to eleven 50 minute lessons (550 minutes) per fortnight. Likewise, for a GCSE student where the change will generally be from four 35 minute lessons per week (280 minutes per fortnight) to six 50 minute lessons (300 minutes) per fortnight.

Q4: Have you changed the start and end of the school day?

No. The working academic day will begin at 8.45am and will end at 3.45pm.

Lessons will break up neatly into 3 blocks of two 50 minute lessons; 2 periods before break, 2 periods before lunch, 2 periods after lunch.

One significant change is that lessons will begin earlier. Period 1 will begin at 8.55am. This will allow us to make a sharp start to each day and cut out a lot of the moving around that happens between 8.45am and 9.15am each day which invariably leads to a late start to period 1. The academic day will end at 3.45pm with activities and academic clinics continuing to take place after the end of the day.

Q5: How will those who catch the train be affected?

The relatively late start to our school day reflects the fact that many boys and girls have long commutes to get to school. Trains from Falmouth, the West and the East arrive in Truro at 08h15, 08h23 and 08h27 respectively. The First Railway performance stats show that these train times are generally reliable and we will be managing the bus journeys so that students can get to class by 08h45. We will have a 10 minute registration period between 08h45 and 08h55 before students move to period 1 which will also act as a buffer in case of unforeseen travel problems.

Q6: Are there any major academic curriculum changes that we should know about?

The structure of lessons has enabled us to increase overall contact time each week and so address some key strategic priorities as regards the curriculum. A list of enhancements is as follows:

- Additional teaching of Information Technology in 1st - 3rd Year
- A taught Personal, Social, Health and Economic Education (PSHEE) in each year which includes Careers Guidance and Study Skills
- Increased contact time for GCSE options
- Increased lesson length for PE/Games
- The introduction of 3rd Year Options which allow us to offer a curriculum that caters for the individual, including the introduction of Drama
- Increased frequency of A level lessons - every day in most cases

Q7: What will the impact be on PE and games?

PE and Games will be taught in double periods and overall will receive a 300 minute allocation each fortnight, slightly more than at present.

Q8: What about other co-curricular activities?

There is no intention to change the co-curricular provision i.e. for all students Wednesday afternoon will continue to be an Activities afternoon. We are looking to further enhance the range of activities, clubs and societies from September 2016. Certain activities will continue to take place during the 60 minute 'lunch' period and will also continue to be offered between 3.45pm and 5pm on weekdays. The good news is that no student should ever need to miss a full academic lesson for music. 35 minute music lessons will take place, so students will catch either the beginning or end of the lesson.

Q9: How will the staggered lunch operate? If my son or daughter is on a 'late' lunch, what time does that mean he/she will be eating?

We are pleased that in the new day pupils will have an earlier lunch. A strict rota will be observed dictating the time when each year group goes to lunch. We are happy to guarantee the quality of the lunch offering, whether at the beginning or end of the lunch period.

Q10: Do these decisions have any implications for Truro Prep?

Our strategic plan is clear on the fact that we are a 3-18 school and Truro School and Truro Prep are working closely across a number of areas. There are several teachers who teach and will continue to teach across both sites, although there are no plans at Truro Prep to change the length of lessons.

Q11: Are there any other changes that we should be aware of?

Yes. You will notice that I have used the terms, Lower School and Middle School. These refer to pupils in 1st and 2nd Years and then in 3rd to 5th Years respectively. From September 2016 we will also introduce a change to our pastoral structures. Pupils will have the same form tutor for the two years of the Lower School and then be assigned a new form tutor for the duration of the three years of Middle School. This change is designed to improve the continuity of pastoral care and the quality of partnerships with home by cutting the number of form tutors over the five-year period from three to two.

Transport

The buses presently come from the Wadebridge, Penzance and Helston areas. They service both Truro Prep and Truro School. For full details of our bus timetables and prices, please visit our website at: <http://www.truroschoo.com/joining-truro-school/transport/>

For the students who travel to school by train, Fal River provides a bus service which picks students up from Truro train station and drops them off at school. After school, they are picked up from school and taken back to the train station. More information about this service can be found on the Fal River website at: <http://www.falriver.co.uk/school>

Wadebridge Bus Times

AM

Monday-Thursday

Friday

Tesco Wadebridge	7.30	7.30
St Columb Interchange	7.45	7.45
Main School Front of Chapel	8.10	8.10
Prep School	8.30	8.30

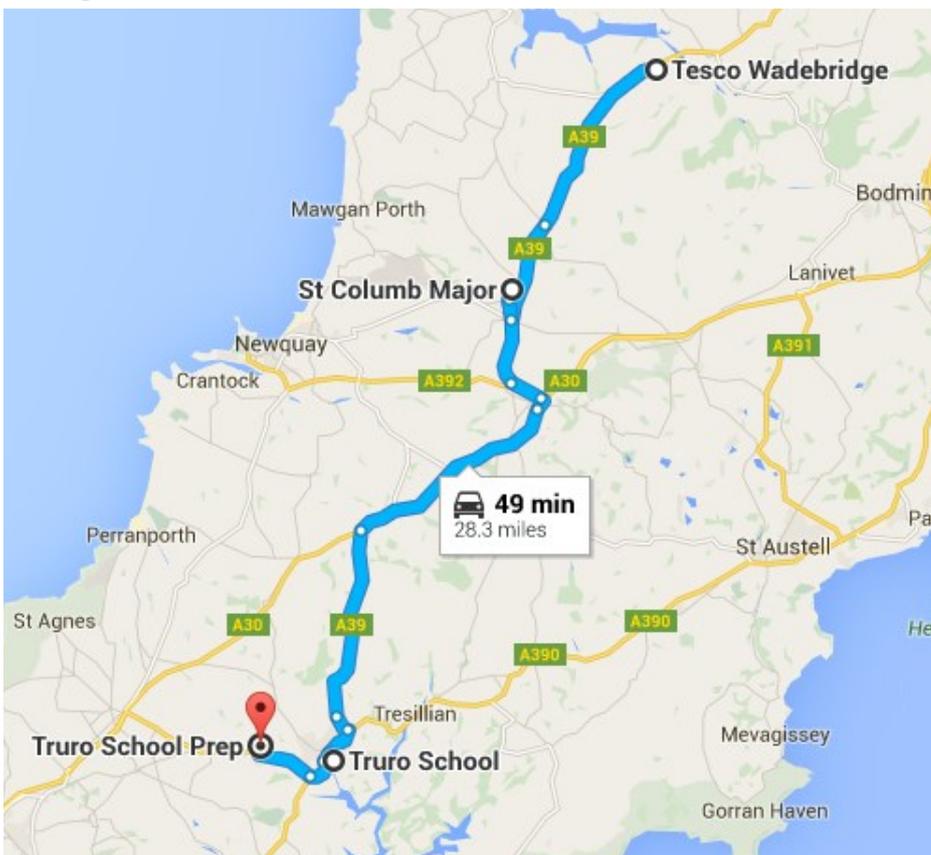
PM

Monday-Thursday

Friday

Prep School	17.00	15.45
Main School Old Sports Hall	17.15	16.00
St Columb Interchange	17.45	16.30
Tesco Wadebridge	18.00	16.45

Map



Helston Bus Times (via Long Downs)

AM

Monday-Thursday

Friday

Falmouth Packet Inn Rosudgeon	7.15	7.15
Tesco Helston	7.40	7.40
Long Downs	7.50	7.50
Main School Front of Chapel	8.20	8.20
Prep School	8.40	8.40

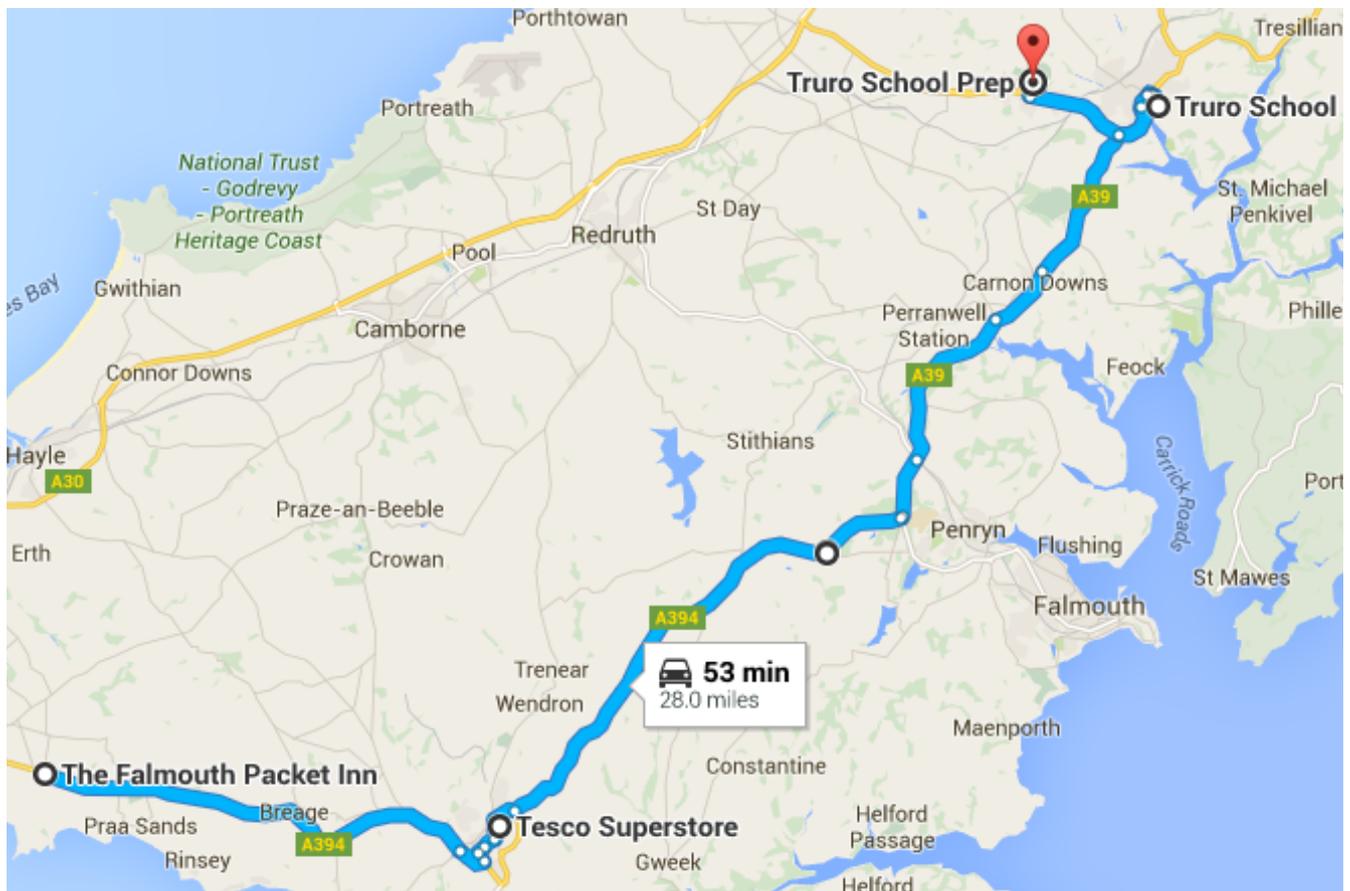
PM

Monday-Thursday

Friday

Prep School	17.00	15.45
Main School Front of Chapel	17.15	16.00
Long Downs	17.45	16.35
Tesco Helston	17.55	16.40
Falmouth Packet Inn Rosudgeon	18.15	17.00

Map



Penzance Bus Times

AM

Monday - Thursday

Friday

Morrison's Long Rock	7.30	7.30
St Erth Railway Station	7.35	7.35
MacDonald's Hayle	7.40	7.40
Premier Inn Camborne	7.50	7.50
Prep School	8.10	8.10
Main School Front of Chapel	8.35	8.35

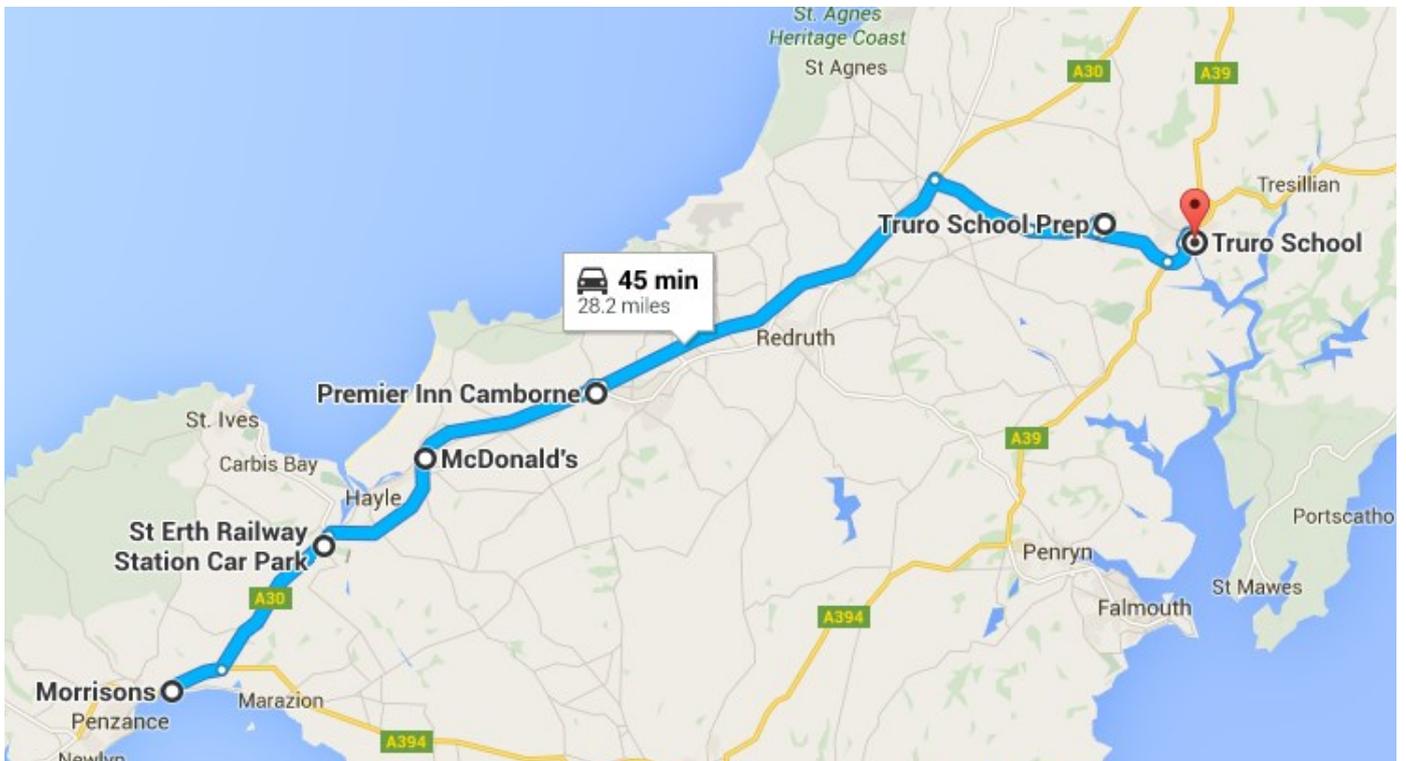
PM

Monday - Thursday

Friday

Prep School	17.00	15.45
Main School Front of Chapel	17.15	16.00
Premier Inn Camborne	17.25	16.20
MacDonald's Hayle	17.45	16.30
St Erth Railway Station	17.55	16.40
Morrison's Long Rock	18.00	17.00

Map



Useful Contact Details and Telephone Numbers

Headmaster: Mr Andrew Gordon-Brown

Deputy Head: Mr Nick Fisher

Deputy Head: Mrs Emma Ellison

School Telephone number: 01872 272763

Email: enquiries@truroschool.com

Address: Truro School
Trennick Lane
Truro
TR1 1TH
Cornwall



Chaplain - Aubin de Gruchy	01872 271061	adg@truroschool.com
Deputy Head - Nick Fisher	01872 246014	naf@truroschool.com
Deputy Head - Emma Ellison	01872 246067	eke@truroschool.com
Examinations Officer - Sarah Fenlon	01872 246082	saf@truroschool.com
Medical Centre - Mrs Armstrong/Mrs Trevail	01872 246020	medic@truroschool.com
Music Administrator - Jenny Keymer	01872 246097	jsk@truroschool.com
School Office	01872 246011 / 012	enquiries@truroschool.com

Each year group has a Head of Year:

Co-Head of Sixth Form , Mrs Vicky Cucknell	vjc@truroschool.com
Co-Head of Sixth Form , Mrs Jane Rainbow	jpr@truroschool.com
5th Year , Mr Glynn Hooper	gdh@truroschool.com
4th Year , Mr Picton	rtp@truroschool.com
3rd Year , Miss Egar	jre@truroschool.com
2nd Year , Miss MacLeod	mem@truroschool.com
1st Year , Mrs McCabe	csm@truroschool.com

School Uniform Suppliers

Truro School is delighted to announce the opening of the Truro School Uniform Shop on Monday, 6 June 2016.

Our Shop Manager is Mrs Jackie Fraser who is looking forward to joining Gridline as it takes on responsibility for our uniform supply. The school shop is situated at the bottom of the senior school main drive.

To purchase uniform items there are a number of options you can choose, outlined below. However, please do not e-mail or telephone before 6 June.

1. Visit the school shop personally – opening hours are outlined below along with an explanation of the appointment system.
2. Order on-line at <https://store.famousbranches.com/>. Your items will be parcelled and sent to the appropriate school office for you/your child's collection.
3. E-mail the Manager on truro@famousbranches.com listing items required and contact details so that payment can be made over the telephone.
4. Telephone the Manager on 01872 271461 either to order items or make an appointment.

Truro School Uniform Shop opening hours, initially, will be as follows:

Monday 6, 13 June and 4 July **8am – 12noon**

Wednesday 8, 15 June and 6 July **1pm – 5pm**

Friday 10, 17 June **8am – 12 noon**

Not open on 8 July as this is Speech Day

Once we have broken up for the school holidays the shop will be open for the following weeks by appointment only (evening appointments will be available) – telephone **01872 271461**:

11-15 July, 8-12 August, 15-19 August. To avoid excessive waiting times, please make appointments whenever you can.

Prior to the beginning of term it will be open for all customers without appointments as follows:

22-26 August 10am – 5pm

30 August – 2 September 10am – 5pm

From **Monday, 5 September** the shop will be open on a regular basis: Mondays 8am-12noon, Wednesdays 1pm-5pm and Fridays 8am-12noon. Not open during half-terms.



School Uniform and Appearance Rules for 1st to 5th Years

Personal appearance is extremely important, especially when representing a school; it sends out a message to others about how we care for ourselves.

Please note that all clothing, including footwear, must be clearly labelled with name tapes showing your child's full name.

Full uniform must be worn on the school campus, including in the Dining Hall, and when travelling to and from school. Summer uniform is only permitted during specific periods of time by permission of the Headmaster.

Guidelines on Dress and Appearance

Please note that the general rule is that *eccentricities of dress and appearance are not allowed*, and staff reserve the right to make a judgement on this.

Personal Appearance

- 1. Girls' and Boys' Hair:** This should be neat and conventional. Eccentric styles that draw attention are not acceptable, and only plain hair accessories may be worn. It is recommended for health and safety reasons that long hair is tied back.
- 2. Boys' Facial Hair:** Boys should always be clean-shaven.
- 3. Girls' Make-up:** 1st to 3rd Years are not allowed to wear make up, and 4th to 5th Years are only permitted to wear natural looking make-up. Only clear nail-varnish is allowed.
- 4. Girls' and Boys' Piercings and Tattoos:** Any form of visible body-piercing or tattooing is not allowed, except that girls may have pierced ears.
- 5. Girls' and Boys' Jewellery:** 1st to 5th Year boys may not wear any visible jewellery. 1st to 5th Year girls may not wear any visible jewellery other than one pair of small sleeper ear-rings or studs worn in the lobe of the ears.

Uniform

- 6. Boys' Trousers:** Trousers should be black or dark-grey, formal and hold a crease. Jeans are not acceptable, nor are designs which are exceptionally skinny, baggy, worn very low on the hips, or in any way fashion items.
- 7. Girls' Kilts:** The school kilt should be worn just above the knee and not shorter than 3 inches (7cm) above the knee. The kilt should never be rolled up.
- 8. Boys' and Girls' Socks or Tights:** Socks or tights must be worn at all times. Girls wearing short white socks in the summer term must ensure they are visible above the shoe.
- 9. Boys' and Girls' Shirts:** Shirts must be tucked in, buttoned at the neck and the tie tied properly. Coloured or other visible t-shirts may not be worn under shirts. The girls' regulation fitted blouse may be worn over the kilt.
- 10. Boys' and Girls' Blazers:** Blazers must be worn to and from school, and during the working day. During lessons staff may allow students to remove blazers while they are being taught, but they must put them on again to move about the school between lessons.

Sixth Form Dress Code

The Sixth Form is a transitional phase in your education. Students will become more independent in many areas of their lives; their organisation, their thought and your expression, both in and out of the academic spheres, and in how they present themselves. As such we allow a dress code which gives students the scope for self expression within defined parameters.

Sixth Form students will dress formally, in a smart and professional manner. The Sixth Form set the standard for the rest of the school and for this reason variations that detract from this will not be acceptable.

The following outlines what is acceptable within the Sixth Form:

- Male students should be clean shaven at all times.
 - Male students should wear a jacket with trousers and female students a jacket with trousers, a business dress or skirt.
 - For both males and females, jackets must be well tailored and trousers must hold a crease. Skirts should reach the knee.
 - Male students should wear a shirt and tie and female students should wear a blouse or shirt with a collar that complements their other items.
 - Jackets should be worn at all times around school, unless specific permission has been granted. Students may wear plain v-necked jumpers in conjunction with their shirts or blouses.
 - Shoes and boots should be of a formal nature and made of leather or faux-leather. They should be complementary to the rest of the dress code and be appropriate for the terrain of the school campus.
- Female students may wear a pair of earrings which should be modest in their nature.

The following are not acceptable (please note that this list is not exhaustive):

- Denim clothing of any form, riveted trousers and mini skirts.
- Bare shoulders, cleavage and midriffs must not be visible.
- Jumpers may not be worn as a substitute for a jacket.
- Trainers, flip flops and slouch boots.

Other than earrings for female students, any further form of visible body-piercing and tattoos are not permitted for males and females.

The final arbiters of what is and what is not acceptable are the Co-Heads of Sixth Form, the Deputy Heads and the Headmaster.

Games Kit in the Sixth Form

P.E. and games are optional in the Sixth Form, but those taking part must wear recognised sports kit appropriate to the activity – see kit specified for 1st to 5th Years. Games kit is that which is purchased at the School Uniform Shop and all games clothing must be clearly labelled with the student's name.

From time to time the Games' department will offer specific squad training kits for boys and girls and will send these out separately.

School Life

Arrangements for Sixth Form Study Periods:

All Lower Sixth students must be present in school between **8.45am and 3.45pm** and must attend all registration periods, lessons and other commitments. All Sixth Form students may leave the school site between **12.30pm and 2.25pm**, providing they have no lessons or commitments. If doing so, students must sign out with Ms Shaw in the Sixth Form Office.

On Wednesday afternoons Sixth Form students may be required to attend a sports fixture or practice, participate in other activities or attend a subject clinic. Students may also be required to stay in school if they are behind with their work; if they are required to do so, they will be notified in advance by one of the Co-Heads of Sixth Form. If they have no commitments on a Wednesday afternoon, all Sixth Form **students are free to return to the boarding house.**

Absence from School

Permission for absence for extra holidays and other similar occasions can only come from the Deputy Headmaster, Mr Fisher (naf@truroschoo.com). This includes returning late at the beginning of term or leaving early at the end. We ask that absence should be kept to an absolute minimum. The school terms are intensive; absence leads to problems of missed work and can have an unsettling effect on the students remaining behind.

If students know in advance that they are going to be absent from school, they must tell the teachers of the lessons they will miss, as a matter of courtesy as well as information.

Driving and Parking

Sixth Form students may drive to school providing they have applied for a parking permit and agree to abide by the conditions of issue. Please note that cars must not be used during the school day unless specific permission has been given to do so from a member of the Sixth Form Pastoral Team, Housemaster/mistress or a Deputy Head. Passengers may not be carried except with the written permission of their parents. **Failure to abide by the conditions of issue will result in parking permits being revoked, either temporarily or permanently.**

Competition Houses

All students belong to one of four competition houses - Smith, School, Vinter and Wickett. Usually there is one house meeting a term, and there are a number of competitions at each year group level and a points system leading to the award of the Opie Shield to the winning house for the year.

Heads of Competition Houses

School House (Green): Mr D Meads

Meetings: Dining Hall

Smith House (Blue): Mr A Pomery

Meetings: Sports Hall

Vinter House (Gold): Mr R Picton

Meetings: Gym

Wickett House (Red): Mrs S Mulready

Meetings: Chapel

Computers and IT

There are numerous IT suites all working from a central server. The base generic software is Microsoft Office; to complement this there are many other programs like Adobe Photoshop and including bespoke software written in-house to cater for the specific requirements of different departments.

All students in the 1st Year receive training in the basic software, concentrating on the use of word processors, spreadsheets, presentation, databases and desk-top publishing packages. By the end of the first three years students are expected to be competent autonomous users of computer technology as it is anticipated that they will require these skills for their GCSE studies and beyond.

To become a registered network user all students will accept a Network User's Agreement when logging on to the network (a copy of which is below). **Students should be aware that this is a serious agreement, and that the Internet is closely monitored at all times (including the evenings when the boarding houses have access to the network).**

Students should note that the computer rooms are a place to study and learn, therefore

- no games are to be played at any time
- there should be no use of the email facilities during lesson time
- downloads are prohibited.

Any student, whatever their age, who refuses to comply with these rules and the terms of the Network User Agreement will forfeit the right to use the School Network. Furthermore, the school will not tolerate any inappropriate use of information and communication technology. All students are made aware of current issues through the Child Exploitation and Online Protection Centre's 'Think u Know' training, which is delivered by the Head of ICT and the Child Protection Officer every year. Our Internet provider, the South West Grid for Learning, operates a policy of filtering to protect students in their use of the Internet; as a consequence social networking sites like Twitter and Facebook are not available to day students. The school operates a firm and unequivocal anti-cyberbullying policy and clearly expects everyone in the school community to use ICT responsibly.

The school computer rooms will usually be available from 8.00am to 8.45am for general use, at lunch times and after school until 5.00pm.

Mobile Phones

1st-5th Years

1. Phones must not be used for any purpose (eg phoning, texting, checking of time, using as calculator, surfing the internet, taking photos, taking videos) between the hours of 8.45 am and 3.45 pm.
2. Phones must always be switched off (not on silent mode) and kept out of view.
3. Phones must not be taken into examinations.
4. In the case of trips, visits, exchanges and other off-site activities, their use is not allowed unless specifically permitted by the teacher in charge.
5. If a student breaches these rules the phone will be confiscated and given to the student's Head of Year who will arrange a point and time for collection.
6. Emergencies - If a student needs to contact his/her parents/guardians they will be allowed to use their mobile phone, but must seek permission from a member of staff. If they do not have one, they may phone from the front office.

If parents need to contact children in a real emergency (not for such things as forgotten lunch boxes or pick up arrangements), they should phone the school office and a message will be relayed as quickly as possible.

School Network and Internet Acceptable User Policy

- **The School Network:** a collection of interconnected computers around the school campus, allowing common access to files and programs around the campus.
- **The Internet:** a collection of interconnected computer networks around the world, which expands classroom and library media resources by providing fast access to information and images that may previously have been impossible to reach.

Both of these resources can assist individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the school experts in every subject area and students and adults from other nations and cultures.

For the remainder of this document where either the Network or Internet is mentioned each will be understood to include the other.

Please note that misuse of mobile phones, laptops and any other devices, will lead to their confiscation.

- **With Internet access come responsibilities.**

Appropriate access is the shared responsibility of the School the parents/guardians and the student. Truro School will provide access to and encourage a thoughtful use of information, teaching and learning resources accessible on the Internet and will provide guidance and instruction in the appropriate use of such materials. Parents and guardians are responsible for agreements their children make and the actions they take. Students are responsible for good behaviour on the Internet.

- **A student given Internet access will agree to:**

- ◇ obtain and maintain the appropriate training required to use Internet services efficiently and effectively, therefore avoiding needless disruptions of the service, or making demands on others to be assisting all the time.
- ◇ use Internet services with an academic goal or purpose. This does not exclude exploration activities with a learning objective, but does exclude any or all activities that cannot be academically justified. Using the Internet to access or download computer games is not permitted, in fact games are only allowed on the Network at specified times. **Email facilities are not to be used during lesson time. No file downloads will be allowed from 9.00am - 4.00pm.**
- ◇ honour the rights of others by not using the services for extended periods of time or for lengthy tasks that should be carefully scheduled; and **printing out sparingly only the minimum required for further research.**

- **A student given Internet/Network access agrees not to be party to:**

- ◇ accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material transmitting obscene, abusive or sexually explicit language.
- ◇ damaging computers, computer systems or computer networks; vandalising, damaging or disabling the property of another person or organisation.
- ◇ debilitating or disabling computers, systems or networks through the intentional misuse/overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or disks.
- ◇ violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation.
- ◇ using another person's passwords, trespassing in another person's folders, work or files.

School Network and Internet Acceptable User Policy

Continued

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the importance of appropriate and polite behaviour and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have - such as, but not limited to, addresses, telephone numbers and any bank or credit card details.

- **Students should ensure that their password is not given to or used by anyone else.** If someone is found using your password then you will be responsible for any breach of this agreement carried out by the other student, and may lose Internet privileges as a result.
- **All Network users should endeavour to create an appropriate working environment; high levels of noise will not be tolerated.**

-

Prep (Homework) 1st to 5th Years

This is considered to be an important part of the term-time routine. All students are required to make a note of homework set in their planner. Filling in the Planner on a daily basis is also good practice in self-organisation for all students. It does vary in quantity, though, and does not always involve writing.

Academic Study in the Sixth Form

Working habits within the Sixth Form will be much more flexible than those at GCSE: students are no longer in a timetabled lesson for every period of the school day and have options as to what they do in their non-contact time. Central to success will be a student's organisational and time management skills and effective use should be made of the planner to achieve this.

For each AS subject, students are expected to work for the same amount of time as the number of lessons they receive. For example, each AS subject is taught for 4 hours and 40 minutes a week and students are expected to match this with at least a further 4 hours and 40 minutes of reading, researching, reviewing class notes, making new notes and completing homework tasks.

All subjects will provide information on the content of their courses and will provide students with an overview of how the course progresses. As such, students are in a position to read ahead and prepare for future lessons if they haven't been set specific tasks to do in their own time.

Students who fall behind in their work will be dealt with initially by the relevant departments. Where students fall behind in a number of their subjects, or fail to show an improvement over sufficient time, timetabled Supervised Private Study periods will be allocated, requiring students to study in the Library, as well as attending Wednesday afternoon clinics. In such instances, parents will be contact by Housemaster/mistress in order to discuss support strategies.

Meals

Our catering staff provide a 3 week menu so our students know what to expect in advance. The menus can be found on our website at: www.truroschool.com/schoollife/catering

Students can sit where they want and with whoever they want and it is a very social occasion.

At lunch time students have these options:

- Hot or Cold Buffet (all years)
- Pasta and Jacket Potato Bar (all years)
- Grab-n-Go picnic lunch (all years)
- Sixth Form Cafe (Sixth Form only)

Sample Menu

Tomato & Vegetable Soup

* * *

Breast of Chicken

Tuna Pasta Bake

Cheese & Red Onion Tartlet

* * *

Cauliflower, Cabbage

and Sauté New Potatoes

* * *

Apple Crumble with Custard

Various Cold Desserts

* * *

Jacket Potatoes and Salad with:

Baked Beans and Cheese

* * *

Pasta and Salad:

Carbonara Sauce

Sweet & Sour Quorn Sauce

* * *

Selection of Sandwiches/Salad boxes and desserts

Sixth Form students are issued with an electronic meal pass; this should be shown at lunch time in the Dining Hall or at the Sixth form Café (as appropriate).

Useful Information

Bags, Stationery and Miscellaneous

Students require bags for their school books and PE/Games kit. Students may use any bags but most have rucksacks for their school books and kit bags for PE/Games which can go cross-shoulder. Any make and type can be used but the School Shop will be selling both which will be numbered and recorded to differentiate easily.

All text books, exercise books and paper will be provided but students will need to have a well-equipped pencil case. They should have good quality roller-ball or fountain pens but not biros.

The Maths department will provide all students with a Calculator.

Students also require a lock for their locker – preferably one with a code they can remember rather than a key they can lose!

Lost Property

There is a Lost Property system in the school, and full details will be given at the beginning of term. The Lost Property Room is open at lunchtime every day.

Wednesday Afternoon Activities

All those below the Sixth Form have to take part in this scheme. At the beginning of each term each student completes a form indicating preferences from a mixed range of activities. **Those required for a school team will have to attend the practices and matches, which happen on Wednesday afternoons, as well as after school.**



Musical Opportunities

Music, along the lines of the National Curriculum, is taught to 1st, 2nd and 3rd Year students and is an option for GCSE and A level. In addition to this Truro School offers the opportunity for students to participate in a full Symphony Orchestra, String Orchestra, Wind Orchestra, Jazz Orchestra, Junior Choir, Senior Choir and various Ensembles such as Brass Ensemble, String Quartets, a Samba Band, Trios and various Woodwind Groups. During the school year many of these groups perform in public. In addition, individual tuition is available to all students in the complete range of orchestral instruments as well as piano, organ, guitar and voice.

Complaints Procedure

Truro School has long prided itself on the quality of the teaching and pastoral care provided to its students. However, if parents do have a complaint, they can expect it to be treated by the school with care and in accordance with this procedure. Truro School makes its complaints procedure available to all parents of students and of prospective students on the school's website, the school's intranet and in the school office during the school day, and Truro School will ensure that parents of students and of prospective students who request it are made aware that this document is published or available and the form in which it is published or available.

In accordance with paragraph 25(3)(g) of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010, Truro School will make available to parents of students and of prospective students and provide, on request, to the Chief Inspector, the Secretary of State or the ISI for the purposes of section 162A(1) of the Education Act 2002 (as subsequently amended), details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year.

Pastoral Care

Tutor System

Every student is in a Form, and the Form Tutor is an important person with whom students will have daily contact. He or she will be responsible for registering students every day, and is there to help, guide and monitor students in conjunction with the Head of Year as they progress in the School. In addition School Prefects are attached to forms and to year groups, and we encourage them to take a pastoral as well as an administrative role.

If parents are concerned about any aspect of progress in school the first point of contact should be with the Form Tutor. We encourage parents to get in touch with us if they have any concerns.



Worries and Problems

In the Student Handbook there will be a page of guidance about what students can do if they ever become very anxious or upset about anything at school. Its purpose is to ensure that every student has a clearly set out plan of action to follow when a problem arises.

Chaplain and Assemblies

The Chaplain, Rev Aubin de Gruchy, (pictured) will always be available to students. His office is in the main building opposite the computer rooms. He can be contacted on his email adg@truroschool.com or by calling 01872 246058.

A team of staff, led by the Chaplain, take assemblies each week. In addition, the World Aims team also lead assemblies on related subjects e.g. Fairtrade, the Environment, Amnesty International etc.

All year groups have weekly chapel services. Every week there is also a whole school assembly or competition house meetings.



Medical Centre

The school has a modern, well-equipped Medical Centre run by Nurse Trevail and Nurse Armstrong who are both Registered Nurses with experience in Child Health. The Medical Centre is on call 24 hours a day and is visited weekly by a local Doctor. Following the completion of the medical questionnaire; total medical care is provided by our medical team. The nurse in the Medical Centre oversees all medical issues.

The school has a counsellor which students can access, if school feels that there is a need, without parental consent, as long as deemed to be "Gillick competent". The school will fund a maximum of six sessions.

All our new students have the opportunity to undertake a simple health screen during their first few months at school. This gives the student a chance to meet the medical staff and to check that they are in good health. Health screening includes a check of height, weight, sight, urine and blood pressure. During this check there is an opportunity to talk through any medical issues that may be of concern e.g. asthma, as well as discussing any medication that may be required in school on a regular basis.

There is a clear school rule regarding medication. Any medication being taken on a regular basis must be discussed with the school nurse and be left in the medical centre during school time. Students should not be carrying medication with them at school for the safety of the whole school community.

From time to time your child's health may change. Please advise the Medical Centre of any changes which could be relevant to your child's health in school and we will endeavour to provide support. You may contact the Medical Centre on the direct telephone number: 01872 246020 or by email: medic@trurosschool.com.



Nurse Armstrong



Nurse Trevail



Administration and Financial Matters

Fees

Please note that fees are payable in advance by Direct Debit (for parents with UK bank accounts) and by bank transfer (other parents overseas). Fees should be paid by the first day of term.

Please note that you are required to give a full term's notice of the withdrawal of a student or change of status (e.g.. Boarding to day).

If you have a query about any fee statement, please contact Karen Hocking in the Finance Office on 01872 246016 or kmh@truroschoo.com

Students' Possessions and Pocket Money

Many students bring valuable items with them, such as iPods and cameras, so parents are advised to take out small claims insurance to cover accidental damage or loss as these are not covered under the school insurance (see below). Please make sure all such items are clearly named - individuals are responsible for their care and maintenance.

We cannot over-emphasise the importance of having items of clothing and all possessions clearly named. Valuable items such as musical instruments should be marked indelibly.

Mobile phones need to have a security code and should be marked with the student's name.

Insurance

All students are included automatically in a Student's Personal Accident Insurance Scheme, the cost of which is incorporated into the basic school fees.

A range of other insurance policies designed for Students are available from various providers at additional charge. These include

- Fee remissions, **these are not given by the school even in the case of student sickness,**
- Students' personal possessions which are not covered by the School's insurance. Parents are strongly advised to make sure that they have adequate all-risks cover.
- Private Healthcare Insurance
- Dental insurance schemes

If you would like to take advantage of any of the options, please contact the Finance Office.

It must be stressed that no employee of the school is qualified to give financial advice, that in providing any such information the school is not in any way endorsing specific products, and that independent financial advice is recommended prior to committing to any such agreement.

Co-Curricular Clubs and Activities

Every Monday, Tuesday, Thursday and Friday evening there are “after-school clubs” which take place between 4-5pm. Every Wednesday afternoon all students are involved in a range of activities. This is optional for Sixth Formers but recommended as it helps students to get involved with the many different areas of school life. The list is extensive and can be found on our website at:<http://www.truroschool.com/truro-senior-school/beyond-the-classroom/> - it is guaranteed that there will be something to suit everyone whether a student likes music, sport, drama or just finding something totally new and different to try.



Friends of Truro School (FTS)

The purpose of FTS is to bring together parents and staff at the schools. It is run by a committee composed of parent representatives, the Headmasters, school staff, a Governor and a member of the Former Students Association. Parents are automatically members of FTS.

FTS run a variety of fund-raising social events throughout the year, details of which will appear in the Friday Bulletin and on the school website.

Junior Discos

Junior Discos for 1st to 3rd Years are organised about five times in the year and take place in the Gymnasium between 7.00 – 10.00 pm on a Friday.

Please make sure that if your child does not come home between the end of afternoon school and the start of the disco on those days, you are satisfied that they are being supervised by an adult.

Sixth Form Balls

There will be Sixth Form Balls at Christmas and in the Summer for members of the Sixth Form.

Further Information for Parents

Student Handbook and Planner

Every student will, on arrival, receive their copy of a student handbook, which serves as a directory of information including the school rules, as well as a work planner, with a weekly diary format. They must make a note of all preps set. House Staff of 1st to 5th Year students will ask to see this regularly and to sign it at the end of each week.

School Calendar

This is published at the beginning of every term giving all the main dates for the term's activities. The School Calendar is available online through our website www.truroschoo.com. Last minute changes to events are updated online throughout the term, so please do check the calendar. It can be downloaded on your phone or iPad—instructions are available on our website.

Friday Bulletin

On Fridays we post on the school website the weekly bulletin and email a link to all parents – so it is important that we have your email address(es). If this changes, please send a simple message giving name of student to the school office: enquiries@truroschoo.com

Facebook

Find us on Facebook by clicking the **f** on our website so that you are regularly updated about events and important messages.

Twitter

We use twitter to update on calendar changes, announce student achievements and school events.

Terraces School Magazine

There is a School Magazine published annually, which is available as a printed copy and online. The magazine gives a snapshot of school life, covering achievements and events.

Parents' Evenings

Parents are invited to a year group evening once a year to consult with teachers about their son or daughter's progress. Students from the 4th Year and above are invited to attend as well although this is not compulsory. Dates will be advertised in the termly calendar.

In addition you will be invited to a new parents' Welcome Evening soon after the beginning of the Autumn term.

Policies

All school policies are available for inspection by parents on request: please email the Headmaster's Secretary kaa@truroschoo.com with any request. In addition, some of the most important policies can be found on the school internet site:

<http://www.truroschoo.com/school/info/policies.asp>

Further information and guidance about the routines of the school can be found in the Students' Handbook and Planner or Sixth Form Students' Handbook and Planner (issued to all students each September) and in the Friday Bulletin.

We do need to keep our information about you up to date: if any of your contact details change, such as email address, address and telephone numbers, including mobiles, please don't forget to let us know. You can email your changes to enquiries@truroschoo.com.

We are making increasing use of email and texting in our communications with parents and so it is very important that the school holds accurate and up-to-date contact details of all parents. Thank you.

School Rules

A full list of School Rules will be published in each student's planner. However, parents should be aware of the following:

Student Code of Conduct for 1st to 5th Years

Observing common courtesies

- Greet people: all members of staff and visitors.
- Open doors for adults and let them go through first.
- Take your hands out of your pockets when speaking to members of staff or other adults.
- Don't use bad language, even if there is not a teacher present
- Behave in a caring manner, especially to those younger than yourself

Allowing teachers to teach and learners to learn

- Arrive on time for lessons, assemblies, meetings etc. with the correct books and equipment.
- Line up outside a classroom quietly if the classroom is being used, if it is empty go in, get your books out and wait quietly for your lesson to begin. ONLY enter science labs, D&T workshops or Sports Hall if a member of staff is present.
- Listen carefully to what is being said, by either your teacher or other students; never shout out in class.
- If you wish to say something in class raise your hand and the teacher will ask for your contribution at an appropriate time.
- Ask questions if you do not understand something, again by raising your hand. (You may also find many others do not understand but are too shy to ask).
- The end of the lesson will be determined by your teacher and you should leave the classroom in silence and in the condition you would wish to find it.
- Record all preps in your Student Planner.
- Don't bring inappropriate things to school that are likely to cause distraction

Moving around school safely

- Move around the school with dignity and respect for others.
- Do not run in the corridors and wait patiently in queues
- If you approach a doorway at the same time as adults and visitors, you should allow them through the doorway before you go through.

Appearances matter

- Dress smartly, observing the school policy on uniform. Take pride in your appearance.
- Ensure that all litter is deposited in bins; treat your environment with respect.

Academic excellence and honesty

- Complete all work on time and to a high standard
- Never copy work - it's the quickest way into trouble and you only deceive yourself in the long run.

Travelling to and from school and when in town

- Wear your uniform properly
- Be courteous to the public
- Do not eat while walking around

Sixth Form

Mobiles should be switched off in lessons and assemblies so as not to cause a disturbance. Sixth Form students may use their mobile phones during the day in the Sixth Form Café, in the Sixth Form Centre and in their vicinity; they should not be using them at other locations around the school campus.

Sixth Form Charter

As a member of the Sixth Form you are involved in a partnership between yourself and Truro School. In this partnership there will be expectations and responsibilities on both sides. This Charter indicates what you may expect from the School and what the School, in return, expects from you.

The School will:

- Offer you an environment where you can reach your academic and personal potential
- Offer opportunities for you to develop leadership skills
- Offer guidance and advice in choosing your Advanced Level courses
- Offer the best teaching within its available resources, to prepare you for Advanced Level and other examinations
- Set Target Grades based on your prior performance and assess your progress towards them
- Set and mark work on a regular basis and indicate how you may improve
- Report to you and your parents your progress, and implement strategies aimed at improving your level of performance
- Offer a programme of study that prepares you for life as a Sixth Form student and for life beyond the Sixth Form
- Help you in your application for a place in Higher Education or employment
- Offer advice and a help service after the publication of your Advanced Level results.

You are expected to:

- Support fully the ethos of the School and show leadership to the rest of the School
- Adhere to the School rules and regulations applicable to members of the Sixth Form
- Commit the necessary time and effort to your Advanced Level studies to reach your potential
- Attend punctually all time-tabled lessons, tutor periods, assemblies and other clubs, activities and societies required of you
- Submit work on time and of an appropriate standard
- Take a full part in the life of the School and use your talents to the full, both in class and in co-curricular activities, including representing the School and House in sport, music drama and other activities
- Enjoy yourself, respond positively to the work and develop social skills which will equip you to meet successfully the challenges of life after leaving Truro School.

key

- 1 School Reception
- 2 Headmaster's Visitor Parking
- 3 Chapel
- 4 Heseltine Gallery & Studio
- 5 Trennick Boarding House
- 6 Medical Centre
- 7 Learning Support Centre
- 8 Library
- 9 ICT Department
- 10 Music Department
- 11 Modern Foreign Languages Department
- 12 Burrell Classrooms
 - History Department
 - Psychology Department
- 13 Burrell Theatre
 - Drama Department
- 14 Art and Design & Technology Departments
- 15 Sports Hall
- 16 Outdoor Education Centre
- 17 5th Year Common Room
- 18 Maths Department
- 19 Sixth Form Café
- 20 Sixth Form Centre
- 21 Physics & Chemistry Departments
- 22 Graham Smith Block
 - Geography Department
 - Geology Department
 - English Department
- 23 Biology Department
- 24 Gymnasium
- 25 Swimming Pool
- 26 Sir Ben Ainslie Sports Centre
 - Business Studies Department
 - Economics Department
 - Physical Education Department
- 27 Religious Studies Department
- 28 Overflow Car Park
- 29 Polisco Boarding House
- 30 Pentreve Boarding House
- 31 Malvern Boarding House

