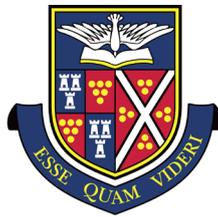


# TRURO SCHOOL PREP

## Pre-Prep Handbook

2019-2020



# TRURO SCHOOL PREP

We are delighted that you have chosen to join us in the Pre-Prep department at Truro School Prep. Our welcoming, vibrant and nurturing setting provides an ideal environment for your child to start upon what we hope will be a life - long love of learning. Careful care and attention is given to every child, ensuring that their needs are met, so that they can become confident and independent individuals who relate well to their peers and to others.

From the very start in Nursery we encourage children to question, explore and to learn about themselves, others and the world about them. Our highly skilled and dedicated teaching staff ensure that whilst there is a strong focus on establishing firm foundations in literacy and numeracy we also offer a rich and broad based curriculum, which ensures that all children have the opportunity to flourish. Our children also benefit from specialist teaching for PE, music, swimming and French.

There are four year groups in the Pre-Prep Department:

- Nursery (3-4 years)
- Reception (4-5 years)
- Year 1 (5-6 years)
- Year 2 (6-7 years)

At Truro School Pre-Prep, we firmly believe that a happy child is a child who will learn. We encourage you all to share in your child's learning and be a part of our wonderful school community, through daily contact with class teachers, open assemblies and our many special events.

We look forward to a long and happy partnership with both yourselves and your child.

Ms Kate Williams (EYFS Coordinator)  
and Mr Peter Sharp (Key Stage 1 Coordinator)

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# SECTION 1: Starting Nursery

It is our aim to make the very first experience of school as exciting as possible for every child. All new children are invited with their parents to attend several stay and play sessions prior to them starting Nursery. This not only gives the children time to familiarise themselves with the Nursery environment and their new peers but also allows you as parents time to discuss any issues or concerns with our Nursery staff and to meet with other parents. These sessions enable your child to make the transition from home to school with more confidence.

We will send you an entry profile and a medical information sheet in your offer pack to complete prior to your child starting in the Nursery so that we have as much information as possible about how best to settle your child. If your child has any specific medical needs or dietary requirements we can also arrange for you to discuss these with our EYFS Co-ordinator or Key Stage 1 Co-ordinator, our school first aider or our Prep Support Services Manager to ensure that we fully provide for their needs.

You will also be given information concerning uniform requirements, timetabling of the Nursery day, sample menus and choice of activities and days your child will be attending. We hope that our Pre-Prep handbook will inform you further about our curriculum, key policies and daily routines.

We are very proud of our genuinely 'open door' policy and assure you that staff are always on hand to discuss any queries or concerns you may have. In the Early Years we have home/school books to share any additional day to day information together.

For some children this may be the very first time that they are parted from you and we work very closely with you to ensure the most positive and happy start for your child, gradually building up the number and length of sessions as necessary.

Once your child is settled into the Nursery you will be invited to attend a short meeting with the class teacher to discuss the progress that they are making and to consider their next steps together. Thereafter, there will then be regular opportunities to meet together to discuss the progress that your child is making and to also share your child's learning journey together.

Joining the Pre-Prep at other points:

Every effort is made to help your child quickly settle into our busy and happy department. Your child will be offered two taster days, where they can experience the structure of our school day themselves and we ensure that our pupils give a very warm welcome to them, offering genuine friendship and support. We have a parent representative for each class who will make themselves known to you and introduce you to other parents. They can also help answer any queries you may have.

Your child's class teacher is available at the start of the school day, for a quick information exchange or to discuss any minor issues and you are always welcome to make an appointment to meet staff, at a mutually convenient time, to discuss your child's progress, achievements and well-being. You are also very welcome to use the home/school link book or reading diary to raise any minor issues or concerns.

## SECTION 2: PRE-PREP SCHOOL DAY

Time	Lesson
7.45am	Early Birds Club – supervision is free
8:15am	School Opens - Pupils may be taken to their classes (if you arrive earlier, please take your child to the Early Birds Club located in the dining room)
8:40am	School Starts - Registration
9:05am	Lesson 1
9:40am	Lesson 2
10:15am	Break (milk, biscuits and fruit available for pupils)
10:35am	Lesson 3
11:10am	Lesson 4
11:45am	Lesson 5
12noon	Nursery Lunch
12:15pm	Lunch (in the dining hall)
12:45pm	Lunch break
1:10pm- 1:30pm	Assembly
1:25pm	Lesson 6
2:30pm	Break (fruit available for pupils)
2:45pm	Lesson 7
3:30pm	End of school (Nursery pupils can be collect from 3.20pm onwards)
3:45pm– 5.30pm	After School Club
5.30pm – 6.15pm	Supper Club. There is a supervision charge of £6 made for all children who attend for any part of this time

Pupils to be collected from the classroom

### Playtimes

Playtimes are monitored by at least two members of staff.

**School lunches** are compulsory. Pupils have a choice of a traditional hot meal, a salad bar or a jacket potato with a topping. For desserts: homemade yoghurt, fresh fruit and a hot dessert which is served every day using our self-service system.

### Breakfast Early Birds Club

Breakfast Early Birds Club is available for pupils in the dining hall from 7.45am. **Supervision by Pre-Prep staff is free.** There is a small charge ranging from £2.50 for a hot breakfast to £1 for cereal. For those who are not eating, there will be simple games and activities.

### **After School Care Club**

There is an after school care club, known as tea club, that runs from 3:45pm to 5:30pm and held in the Pre-Prep building where a variety of activities are available. A snack will be offered at 3.55pm. A charge of £1 per quarter hour from 3:45pm will be made. You may order a cold packed supper for £3.20 for your child to eat at tea club or on the journey home. This must be ordered by 10.30am on the day.

For your information these are the details you will need to know:

- If you wish to book a regular place on a particular day, please complete the tea club form and return this to us in the Pre-Prep. Your child's name will then automatically be registered for that day each week for the term. If, however, your child does not require the reserved place, it is important that you let us know 24 hours in advance or at the latest by the beginning of the school day as this releases the place for another child.
- If you require occasional use of our after school care club, please speak to a member of Pre-Prep staff on the day by 10.00am at the latest. This ensures that we are within the correct numbers and adequate food is available.

The club can be contacted by parents through the school number:

**01872 272 616 ext 117**

(As soon as you hear the recorded answer message, key in the extension and the system will connect you automatically).

or by calling **01872 243 127**

### **Prep Homework Club & Supper Club**

**Prep School Homework Club** and **Pre-Prep Tea Club** will both end at **5.30pm**.

Pupils can also order a packed tea for £3.20 for the child to take with them for the journey home. Please order this by 10.30am by email. At 5.30pm, all pupils still at either club will be brought across to the dining hall to join the supper club, from where they should be collected.

- **Supper Club** starts at 5.30pm and continues until 6.15pm. There is a **supervision charge of £6** made for all children who attend for any part of this time.

Parents may opt for their child to have a small, hot supper at this time (at no extra charge), but this must be ordered before 10.30am on the day.

If you would like to order a hot supper for your child, please contact the Reception Office by 10.30am on the day a hot meal is required. Please [view the website's catering pages](#) for the menu which will rotate on a three week basis.

### **Clubs and Activities**

We offer a wide range of lunchtime clubs, activities and after school extra-curricular activities where there is something for everyone, including our own Beaver colony. Please have a look on the website for details of this term's clubs.

### **Essential items**

All pupils will need in school every day a pair of Wellington boots, a plain navy blue waterproof and a named water bottle. They will also need a school woolly hat in the winter months and a school cap during the summer months.

Please ensure that all items are clearly named. For coats and jumpers, please ensure a label is attached to the neck or collar.

# SECTION 3: HOMEWORK

## **Pre-Prep Homework**

In the Pre-Prep we believe that homework should be set regularly in order to provide reinforcement of work covered in class. It is our aim that homework tasks reflect our exciting and vibrant day.

The setting of homework helps teach our children how to structure and organise their learning, which helps provide good working habits that will make for successful transition into Prep.

Homework also helps enhance our home-school partnership and encourages parents to actively engage in their child's learning. We really value parent comments and feedback and the reading record book provides an excellent channel of communication between home and school.

It is, however, important to recognise that our school day is a long one and many children attend activities after school. Homework therefore remains optional within the Pre-Prep, with the exception of reading. Pupils in all the classes in Pre-Prep are encouraged to read with an adult every night.

We encourage parents to continue to read to their child throughout their time in Pre-Prep as reading aloud to a child plays a vital part in their reading success, helping develop vocabulary, listening and key language skills.

Children in the Early Years are encouraged to choose a library book and also to select a story sack to share at home.

Once a child begins on a formal reading scheme, books are sent home and parents are encouraged to hear their child read on a daily basis and to record this in the reading record/home school book.

### **Early Years:**

Children in Reception follow our own phonic scheme and weekly homework is set to consolidate letter formation and recognition. Individual words will also be sent home as they move onto more extended work. Topic related challenges or practical activities may also be sent home for parents to work on together with their child.

### **Years 1 and Year 2:**

In addition to reading with an adult a list of ten words to spell will be sent home which are linked to the phonic pattern of the week. There will also be both a weekly maths, literacy or topic activity to consolidate the learning objective covered that week.

Children with identified needs may also be set additional tasks.

To ensure progression and continuity, our reading records are passed on to the following class teacher.

A reading bag can be bought from the office on entry to the Pre-Prep. It is also intended to be used as a 'general school bag'.

# How to Help

## Year 1 & Year 2

You are important partners in helping your children to learn and we ask that you spend ten to fifteen minutes each day with your child on at least one of the activities below.

Listening to them read  
Helping them learn spellings and word patterns  
Helping them find items to bring to school which link to a topic  
Playing games, learning to share and take turns  
Helping with numeracy/literacy homework  
Helping to do research into an educational topic  
Practising handwriting

Time spent on these activities should be fun and an opportunity for you to talk to your children about the day.

### **Reading** – How can you help?

Your child will be coming home each day with a reading book along with a reading record book. Your child will benefit from reading each day and talking about what they have read. If your child becomes stuck on a word here are some hints to help them.

Let them read on and work out the word  
Use the picture to give them clues  
Give them the first or the last sound as a hint  
Read the word for them

In order to check your child's progress we would like you to use the reading record book at the end of each reading session. Please write the date and the page you reached any words that your child had problems with and any comments you wish to make.

### **Spelling** – How can you help?

Each week your child will be given a list of ten words in their spelling folder. They will need to know how to spell these words for a test by the following Friday. Here are some hints on how to learn to spell.

**Read** – the word  
**Cover** – the previous attempts up  
**Write** – in the next available column  
**Check** – to see if it's correct

Say the word slowly two or three times  
Look for sounds that you can already spell (sh oo ch)  
Sometimes there is an easy word in a long word

### **Notes**

Your child will need to bring their reading folder to school each day. This folder is to keep their reading book, reading record book, spelling book, homework and any notes or letters from school. Please ask to see the folder each day.

## SECTION 4: Reporting to Parents

We aim to work in genuine partnership with you based on establishing trusting and respectful relationships with a two-way flow of communication to meet your child's needs and achieve the best possible outcomes for all. We believe that working in partnership with parents underpins effective practice throughout a child's schooling.

- We have an open door policy between 8.15am and the start of the school day, which allows parents to easily approach staff to discuss any minor issues. You are also welcome to arrange to meet staff at a mutually convenient time, to discuss your child's achievements, targets, progress and well-being;
- Parents are also encouraged to make use of their home/school link book, reading diary to raise any minor issues or concerns. Staff undertake to feedback either in person, in writing or via a phone call that same day. This helps parents who are unable to visit the class teacher to keep in touch and allows parents to play a key part in their child's learning and in turn offers staff invaluable input for increasing their knowledge of the unique child;
- During the first half of the autumn term and in the spring term you will be invited to a parent/teacher interview or conference to discuss how your child has settled, progress made and together agree the next steps for their learning;
- Special achievements are reported to parents through the school newsletter and are displayed on the 'WOW board' in Pre-Prep, e.g. Star of The Week, Golden Book Award and WOW achievements and Teddy Targets.

### Reporting to Parents with children in the Nursery

- During the first half of the autumn term the Nursery teacher will carry out an entry check on your child, focusing on the 3 Prime Areas, which will be shared with yourselves and targets will be jointly agreed;
- We encourage you to contribute to your child's progress record on Tapestry and comment on their child's learning diary;
- In the summer term the Nursery teacher will write a full written report on all 7 areas (including prime and specific areas of learning), and you will be encouraged to respond in writing. There will also be comments from specialist teachers such as PE and swimming;
- During the summer term you will be invited to join in an 'Open Swim' session.

### Reporting to Parents with children in Reception

- You are given several opportunities to respond in writing to your child's progress record;
- As parents you are encouraged to celebrate with the Reception Staff 'WOW Achievements' for your child, which have happened at home. These are then celebrated in the class;
- In the summer term comments from specialist teachers will be added to the Learning and Development Summaries;
- In the summer term you will receive a school report commenting on all areas of learning including the three characteristics of effective learning: playing and exploring, active learning and creating and thinking critically. In the summer term data will be returned to Cornwall County Council of progress made in EYFS;

- Should your child require an additional intervention or support, you are fully involved as parents in strategies to benefit your child and to create your child's own individual learning map. You are involved as partners in strategies to benefit your child. Targets are set together for both home and school.

### **Reporting to Parents with children in Key Stage 1**

- At the end of the autumn term you will receive a short written report commenting on progress made that term in Maths, Literacy and Personal, Social and Emotional Development;
- At the end of the summer term you will receive a full written report commenting on all areas of the Key Stage 1 curriculum;
- As parents you are welcome to respond in writing and meet to discuss their child's report if they wish;
- In the spring term comments made by specialist teachers will also be shared during the parent/teacher conferences;
- In the spring term you will be invited to an 'Open P.E.' session and in the summer term you will be invited to attend the Year 1 & 2 swimming gala.

# SECTION 5: SMILEY BADGES & CERTIFICATES

## Code of Good Work and Good Behaviour

We see discipline as the promotion of good behaviour and self-control. Our code of behaviour is founded in the caring ethos of our Pre-Prep. We aim to be positive, consistent, fair but firm.

Our aim is to develop:

1. Children's self-respect and self-esteem
2. Children's respect for others
3. Self-discipline
4. An understanding of appropriate and responsible behaviour
5. Caring relationships
6. An awareness of the need for sensible rules, the reason for them and the need to abide by them
7. To promote and reward good work and behaviour
8. To generate a climate of praise rather than criticism

To encourage hard work, effort attainment and good behaviour pupils can be awarded through:-

- a) verbal praise
- b) smiley badges, stickers, stars, stamps
- c) Willday House certificates

In Reception, Year 1 and Year 2 all pupils have a personal Good Work Chart with twelve spaces to collect Good Work/Behaviour Stickers.

Once the chart is complete the pupil will receive a Willday House Certificate, which is presented during our Celebration assembly.

The pupil will then be given a new Good Work Chart to begin collecting stickers for their next certificate.

Certificates may also be awarded for special achievement such as continued good results over a period of time in spelling tests (and tables tests in Year 2), or some excellent work.

Each week one pupil from each class will be awarded a Star of the Week certificate. In order to achieve this award pupils will need to do more than is normally expected, such as a super effort to over-come difficulties or to achieve a high standard or perhaps improve behaviour.

The Golden Book award will be given by to any child who has shown to have done something exceptional or very special during the week.

We also celebrate excellent table manners. Pupils in Year 1 and 2 are awarded table points for good manners and the winning table is invited to the golden table to have lunch with the EYFS Coordinator or KS1 Coordinator.

## SECTION 6: Our School Rules

Our assemblies and circle times help our children to understand and abide by our 'Rainbow Rules'. These are rules that the children have helped to write.

We are kind to each other

We listen carefully and don't interrupt

We try our very best

We are polite and show respect

We walk around school sensibly and quietly

We look after our things and school property

We keep our hands and feet to ourselves

**We would ask you to also adhere to the following Pre-Prep school rules:**

Full school uniform must be worn to and from school and pupils must have the correct PE and Games kit. (See uniform list in Section 13).

Pupils are not allowed haircuts that emulate the extremes of fashion. Hair should not be coloured or bleached during term time. Hair gel is not acceptable.

*Children with shoulder length hair or longer, should have their hair tied back using a discreet hair-elastic.*

Pupils are not allowed to enter classrooms without the express permission of a teacher.

Pupils are not allowed to climb trees, fences, gates or to stand on benches or tables.  
Pupils are not allowed to play on the outdoor equipment without a teacher on duty.

Pupils may not wear items of jewellery, with the exception of simple ear studs with pierced ears (which must be removed for games and PE), and items worn for religious reasons (with permission from the Head).

Pupils must not place their hands or arms around any other pupil's neck or throat, such as in a headlock or for strangling and must not pull or drag on another child's clothing.

Pupils must not bring the following into school without express permission from the Head or the EYFS Coordinator or the Key Stage 1 Coordinator: food (sweets), electronic toys, mobile phones or footballs. Where crazes occur, the Head or the EYFS Coordinator or the Key Stage 1 coordinator reserves the right to ban items that are deemed to be causing problems amongst the pupils.

# SECTION 7: DISCIPLINE & BEHAVIOUR

At Truro School Prep we wish to promote positive behaviour in a welcoming and caring environment where strong relationships are based on respect, developing positive self-esteem in every pupil.

The School Behaviour Policy applies to all pupils at Truro School Prep from Nursery to Year 6.

It helps to provide an effective, safe, secure, happy and moral environment in which pupils are encouraged to thrive and develop academic, social and personal skills and qualities.

The policy promotes the orderly running of the school where school rules support our duty of care to all pupils helping them to determine the boundaries between acceptable and inappropriate behaviour; recognising how rewards and sanctions will be fairly and consistently applied.

The school has very high expectations of behaviour

It is the responsibility of all staff that policies and the school code of conduct are applied fairly and consistently. The promotion of good behaviour is the goal but it will sometimes be necessary to employ sanctions in order to enforce the school rules; reflect the seriousness of the misdemeanour; deter pupils from repeating the behaviour and to deter others.

Any pupil that the school believes would benefit from additional support will be considered for a Pastoral Care Plan (PCP). This decision would be made after careful consideration and discussion with the form tutor, the EYFS Co-ordinator or the Key Stage 1 Co-ordinator, the parents, and the Head where appropriate.

The format of this will be determined by the needs of the pupil in question.

In all cases of managing a sanction the cause and effect is considered and strategies to help support pupils will be sympathetic to the needs and concerns of the pupil. Where necessary support through mentoring, counselling or therapy will be considered. This might include accessing external agencies.

The following guidelines are not exhaustive and the sanctions will be at a level that reflects the severity of the offence, the possible influence on others, and the maturity of the pupil.

All forms prepare their own 'code of conduct', which is agreed and signed by all members of that form. This happens across the whole of Prep and Pre-Prep. On occasions, however, pupils do transgress the code, or indeed the school rules. In these cases, the following procedures then apply.

The sanctions used at the school are:

- Informal talk
- Temporary Withdrawal
- Time out / time out bench in Prep at break times
- Short morning detention ( Prep)
- Lunchtime Detention (Prep)
- Heads Detention ( Prep)
- Temporary Exclusion
- Permanent Exclusion

## **Nursery – Year Two**

The named staff responsible for behaviour in the Pre-Prep are the EYFS Coordinator and the Key Stage 1 Coordinator. As a school we have high expectations of behaviour. The duty

staff or Class Teacher deals with any minor breaches of discipline. The EYFS Coordinator and the Key Stage 1 Coordinator will be informed of all action taken and will follow-up as necessary.

The safety of pupils is paramount in all situations. Staff will work with parents to promote good behaviour and a consistent approach will be agreed to dissuade unwanted behaviour. Information regarding a particular pupil's needs will be discussed in weekly staff meetings to ensure continuity of approach from all adults working with the pupils concerned

If a pupil's behaviour endangers the safety of others, the class teacher will withdraw the pupil from activity until they are ready to take part again.

All pupils in Reception, Year 1 and Year 2 are given three smiley faces on a chart at the start of each day

If a pupil should breach the class code of conduct or the school rules the following procedures apply:

- If necessary, the pupil will be taken to another room to calm down or will be separated from others.
- The incident is discussed with all parties and in most cases a simple, verbal reprimand is sufficient
- Pupils will be warned that repetition will lead to losing a smiley face.
- For more serious infringements and where pupils have demonstrably broken clearly understood norms of behaviour they may lose all three smiley faces
- If a pupil loses all three smiley faces in one day they will be asked to have a 'time out' session. This may mean sitting quietly in the hall or classroom during break time. In the final instance a pupil may be given 'time out' with either the EYFS Coordinator or the Key Stage 1 Coordinator. An action plan is drawn up with the co-ordinators and the child to find a 'way back' and to reflect on behaviour
- Parents would be informed and if necessary would be invited in to speak with either the EYFS Coordinator or the Key Stage 1 Coordinator and the class teacher where a behaviour plan would be considered
- If the pupil's behaviour shows no sign of improving, the parents, class teacher and either the EYFS Coordinator or the Key Stage 1 Coordinator will meet to review the strategies that are in place and set new targets to promote improvement
- Outside agencies may be involved to advise or diagnose if there is an underlying cause for the behaviour (possible medical, emotional). The Head of the Prep may also be involved
- If the behaviour were to continue and only in very extreme circumstances temporary exclusion from class or school would be the next step
- Although these sanctions are in place it is not usual that a pupil needs more than the loss of a smiley face to modify behaviour.

**Please see our whole school behaviour policy on the website for more information.**

## SECTION 8: ROUTINE MATTERS

### **Absence from School**

If your son or daughter is absent due to illness, please call the School Office immediately to let us know by 9am on the first day, at the latest. **On return** to school, please send a letter with your child to the class teacher, giving a brief explanation for your child's absence to place on file for our records.

Permission for absence **can only be given under exceptional circumstances (such as for medical appointments) and with at least 24 hours' notice.** All requests for absence must be made to the Head. **School holidays are very generous and requests for absence during term time are only granted with great reluctance. Please check the term dates carefully before booking flights or making travel arrangements.**

### **Guardians**

If as parents you are away from home during term time, please let the school know well in advance where you can be contacted and who is caring for your child during your absence with all the appropriate contact numbers.

### **Change of Address and Emergency Contact Numbers**

We only find out that these are wrong when we need them. **PLEASE** let us know immediately if contact numbers change or your address changes.

***It is a very good idea to write your contact details in the back of your child's homework diary.***

### **Second Hand Clothing**

For further information, please contact our Shop Manager on 01872 271461.

### **Items of Value**

Please discourage your child from bringing money or any items other than those required for school into school. On the rare occasions when pupils are asked to bring money into school, please ensure that he or she has a named purse to put it in.

### **Sun Protection**

We want our pupils to enjoy their time outside safely without the risk of the harmful effects of the sun. We ask that in the summer term all children wear a named school cap when outside.

Where possible, please apply sunscreen to your child before they come to school and send a named tube or bottle of sunscreen to be kept in school, should it be needed (please see Section 15 for further information about our sun safety policy).

### **Care of Sick Children**

The health and welfare of all our pupils is of prime importance to us and we ask you all to adhere carefully to our policy (please see Page 31 on administering medicines and caring for sick children).

Should you have any queries regarding the health of your child, please do not hesitate to talk to a member of staff in the Pre-Prep or the school first aider.

## SECTION 9: TRURO SCHOOL UNIFORM SHOP & UNIFORM LISTS

### TRURO SCHOOL UNIFORM SHOP

School uniform is purchased from our new school uniform shop that is located on site at the senior school (Truro School, Trennick Lane, Truro, TR1 1TH, at the bottom of the drive).

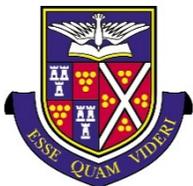
To purchase uniform items there are a number of options you can choose, outlined below. .

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](mailto: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.

New parents or existing parents needing to equip a student with a large amount of new uniform or Games kit are recommended to make an appointment. Parents of our international boarders are recommended to place their orders online prior to arrival so that uniform can be ready for boarders' arrival at the beginning of the induction.

Gridline will also be running the second-hand uniform sale for us and parents should take anything that they wish to sell to the Uniform Shop. Only items of clothing that are clean and are in good condition will be accepted and will be classified as "nearly-new" and "second-hand" and sold for the appropriate discount of new items. The shop will not accept for sale footwear and under garments. Whilst second-hand uniform will be for sale in the school shop when it opens, please remember that all students must adhere to the new uniform regulations by September 2018.

We have created a small car-park on the lower terrace, behind the shop, for the use of uniform shop customers only. We would be grateful for your consideration to other shop customers and not leave your car here if you are walking into town or visiting a member of senior school staff. If you wish to combine your visit to the shop with an appointment in school, please use the main car park at the Sir Ben Ainslie Centre.



# TRURO PREP SCHOOL

## School Uniform 2019/20 – Pre-Prep

**Please choose one winter and one summer option for your child from the four uniform choices listed below**

**All items must be clearly named**

**Ties are only to be worn in Years 1 & 2**

**Nursery children only require PE kit in the summer term**

### All children

Navy waterproof fleece lined school coat (preferable), otherwise coat should be black or navy blue.

School V-neck jumper with stripe at neck

School Book Bag

1 pair of Wellington boots

<b>Autumn/Spring Term</b>	<b>Autumn/Spring Term</b>
Grey flannel trousers Short or long-sleeved shirt (plain white with collar) Elasticated School Tie Navy socks Shoes (Black) School Beanie Hat	Grey flannel pinafore dress Short or long-sleeved reversed collar blouse Navy socks or tights Shoes (Black/Navy) School Beanie Hat
<b>Summer Term</b>	<b>Autumn/Spring/Summer Term</b>
Light blue/white striped dress with short white socks closed-toe sandals (Black/Navy) Shoes (Black/Navy) School Cap	grey shorts Short or long-sleeved shirt (plain white with collar) Elasticated School Tie Navy socks closed-toe sandals (Black/Navy - Summer Only) Shoes (Black/Navy) School Cap (Summer Only) School Beanie Hat (Winter Only)
<b>Games/PE Kit:</b>	<b>Swimming Kit:</b>
Plain white shorts Plain white polo (in addition to school uniform) Plain white socks 1 pair of PE shoes/trainers Navy-blue School PE Bag	Plain navy-blue trunks (fitted short style) – Boys Plain navy blue costume - Girls School swimming hat 1 pair of named goggles 1 Bath towel Maroon school swimming bag

## SECTION 10: FRIENDS OF TRURO SCHOOL

The purpose of the Society is to bring together parents and staff at the schools. It is run by a committee comprising of parent representatives, the Heads, school staff, a Governor and a member of the Former Pupils Association.

With children at Truro School and Truro School Prep parents are automatically members of the Society.

The Society runs a variety of fund raising social events throughout the year, commencing with a New Parents and Pupils Day in September. Details of forthcoming events will appear in the 'Friday Bulletin', and 'The Friends' area of the website.

There is a coffee shop run by parents on a Friday morning in the Dining Hall open to all parents at drop-off times, 8.30am – 9.00am.

## **TRAFFIC FLOW AND PARKING**

Access to and parking within the school is limited and can become congested.

At the beginning and end of the school day a one-way system operates, whereby parents dropping off or collecting their children enter via the main gate from the main road (Tresawls Road) and exit via the back lane and gate on to Treliske Lane.

**Please note there is a 15mph speed limit within the school grounds.**

Parents dropping off or collecting from the Pre-Prep should aim to park either in front of Treliske House (the main building) or along the main drive.

Parents dropping off or collecting from the Prep School should aim to park around the roundabout.

For the system to flow, parents should aim to remain parked for the minimum time required to drop off or collect their children, so that their spaces can be vacated for others to use.

Between 9.15am and 3.15pm the barriers are put up to prevent access to the school roundabout from both the main drive and back lane; allowing the children to play safely in this area. If you pick your child up between these times, please return up the main drive which becomes a two-way system, and remember that there is no right turn out of the school entrance.

**Please do not park where there are double yellow lines.**

**Please park in the marked bays only.**

**Please do not double park.**

# FEES FOR 2019 / 2020

**FEES AND CHARGES**  
**The fees and charges set out below will be applied from**  
**September 2019**

<b>FEES PER TERM</b>	<b>£</b>
<b>Senior</b>	
1 <sup>st</sup> - Upper Sixth Form (including lunch)	4,895
Full boarder (excludes half term & holidays)	9,730
Weekly boarder (Monday – Friday)	8,360
Flexi boarding (per night)	60
Day boarding	30
<b>Prep</b>	
Years 5 & 6 (including lunch)	4,495
Years 3 & 4 (including lunch)	4,330
<b>Pre-Prep</b>	
Years 1 & 2 (including lunch)	3,200
Nursery & Reception (without EYF)	3,050
4 full days (Nursery only without EYF)	2,450
3 full days (Nursery only without EYF)	1,840
2 full days (Nursery only without EYF)	1,225
1 full day (Nursery only without EYF)	615
Nursery full day with Early Years Funding	40.70
Nursery afternoon with Early Years Funding	Free
<b>All</b>	
Registration fee (not refundable)	100
Guarantee fee (refundable on final bill)	500
Additional subjects per term as 10 lessons for individual tuition	190

Fees are due in accordance with the School's Terms and Conditions (see Section 3) which can be found on the School's website [www.truroschoo.com](http://www.truroschoo.com)

# SECTION 13: TERM DATES

## TERM DATES FOR ACADEMIC YEAR 2019 – 2020

### Autumn Term 2019

Begins	Wednesday	4 September
Half Term (2 weeks)	Monday	21 October
Return	Monday	4 November
End of Term	Friday	13 December

### Spring Term 2020

Begins	Monday	6 January
Half Term (1 week)	Monday	17 February
Return	Monday	24 February
Ends	Friday	27 March

### Summer Term 2020

Begins	Wednesday	15 April
Half Term (1 week)	Monday	25 May
Return	Monday	1 June
Ends	Friday	3 July

## TERM DATES FOR ACADEMIC YEAR 2020 – 2021

### Autumn Term 2020

Begins	Friday	4 September
Half Term (2 weeks)	Monday	26 October
Return	Monday	9 November
End of Term	Wednesday	16 December

### Spring Term 2021

Begins	Wednesday	6 January
Half Term (1 week)	Monday	15 February
Return	Monday	22 February
Ends	Wednesday	31 March

### Summer Term 2021

Begins	Monday	19 April
Half Term (1 week)	Monday	31 May
Return	Monday	7 June
Ends	Tuesday	6 July

## SECTION 14: PRE-PREP POLICIES

Please refer to the school website for the updated policies listed below:

- Anti-Bullying
- Administering Medicines and Care of Sick Children
- Sun Protection Policy
- Complaints Procedure
- Pupil collection from the Pre-Prep
- Arrangements for the Supervision of EYFS
- Truro School Attendance Policy
- EYFS Stage Policy
- Policy for the use of mobile phones by staff