



TRURO
SCHOOL

RETURNING TO SCHOOL

YOUR SAFETY AND WELLBEING IS
IMPORTANT TO US

A guide outlining the measures the School has taken, and continues to take, in planning for the opening of its site operations.



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TRURO SCHOOL



Andrew Gordon-Brown
Headmaster



Sarah Patterson
Head of Prep



Andy Johnson
Head designate

We have missed the on-site energy of Truro School life during lockdown, and we want to bring it back as soon as it is safe to do so.

We are currently planning for the full opening of the School sites in September 2020.



Dear Parents, Carers, and Pupils

The coronavirus pandemic has presented unprecedented challenges for us all; challenges that at Truro School we have met with creativity, courage and compassion. We also know that life at home for many Truro School families has been difficult, and we are eager to see our pupils safely back to School, where they belong.

We have learnt a great deal over the past weeks and months, developing and refining a remote learning model that we believe presents the very best of the education we are able to provide by virtual means. We have made significant adjustments to our sites and ways of working to facilitate the safe return of dozens of pupils to the Prep and Senior Schools, in line with Government guidance, and have continued to provide pastoral, co-curricular, and academic support to all, and especially individuals most in need. We have also supported our staff, providing a flexible and understanding approach to the individual challenges they are facing. We trust that our planning and communication has been helpful to you. In our weekly communications with parents and pupils, throughout the course of the pandemic, we have tried to inject as much normality and familiar routine as possible into the children's lives.

Our governors, SLT and staff have been forensic in our approach to site safety and associated risk assessments.

This document is designed to provide both current and in-coming parents, carers, and pupils with an outline of all we have currently in place to support the safe return of pupils to our School. It also sets out the plans we are putting in place to facilitate what we very much hope, and government guidance suggests, will be a full School return in September. We have based our responses thus far on the latest government advice and will update our plans and advice to reflect new advice issued.

We hope this brochure answers any questions you may have, and you can go into the summer period reassured by all we are doing at the School. Clearly, the landscape is constantly changing and there are no certainties as to the nature of our September operation. We therefore intend to update all School staff, parents and carers early in August (and no later than Friday 7 August) with our responses to any key changes arising across July from the government. We will then also provide a full and detailed

communication no later than Friday 21 August outlining the precise arrangements for the start of term. Unless there is an urgent need to do so, we do not intend to write to parents or carers, en masse, outside of these key correspondence points.

We are confident in our ability to thrive in response to the challenges of remote learning, and in our intent to return to full School site operations, safely, as soon as possible. If we are permitted to do so, we will fully open the School in September.

Yours sincerely

Andrew Gordon-Brown
Headmaster

Sarah Patterson
Head of Prep

Andy Johnson
Head designate



Truro School in a Covid-19 Environment

Truro School remains fully committed to the safety, wellbeing, and high quality education of all its pupils. This commitment, and the values of the School that underpin it, has not been eroded in any way by Covid-19. In fact, our experiences over the last few months have generated much creative and forward-looking action and reflection about not simply how we support and educate children remotely, but how we progress and develop as a School and community going forwards. Communities are living things, and all living things grow.

We are looking ahead not simply to the start of a new academic year, but to the whole of that academic year, and its importance and opportunity for all. Empowering children and staff alike to be ambitious and to succeed across the whole year matters greatly to us all.

There will be a strong emphasis on rebuilding social and community confidence, and the language of social distancing will be replaced by the practicalities of physical distancing instead. There will be measures in place across the Autumn Term to reduce risks for

staff and pupils alike, as set out in this brochure, and updated or refined in August based on the latest advice and research.

There will understandably be a particular focus next term on individual pastoral and academic recovery. Our longer term vision for the year remains absolutely committed to the wider co-curricular life of the School and the creative and sporting development of the children as well, and we are actively exploring ways to enhance those opportunities across the second half of the year.

Our approach will always be informed by public health and government guidance. It will be flexible, but always driven by the pursuit of excellence in all areas, including in the vibrance of a truly inclusive and broad educational experience across the year as a whole.

Academic Matters

We have planned a full timetable from September. Adjustments to the norm have only been made in areas that will give us greater adaptability to changing guidelines, as set out later in this brochure. If remote or blended learning (a mixture of on and off site study) becomes necessary, in all or in part, we will still maintain the timetable structure as written.

We are pleased with our remote learning provision which has been improved and adapted in response to pupil, parent and staff feedback, as well as our review of other Schools' experiences, and the wider educational research landscape. We have been able to continue to deliver the courses required and, in some cases, classes have actually forged ahead. Further review will be undertaken this summer, and we are ready to revert to a remote model, in whole or in part, as necessary.

Further specific guidance will be provided before the end of this term to public examination year groups about results days, the support on offer to them in response to outcomes, and in regard to arrangements for book returns.

guidance. Parents of pupils will be notified if their child's teacher has tested positive for the virus in line with government guidance and further advice given.

In the event of any staff absence, coronavirus related or otherwise, classes will be covered appropriately. In fact, we are actively exploring the potential to draw on our experiences of remote teaching and learning to manage staff or pupil absence in even more supportive and effective ways going forwards.

If my child is required to self-isolate, will they still be able to access lessons?

Where pupils must self-isolate, we are committed to continuing their education through interactive and remote teaching and learning, as much as is practicable.

How will you ensure, next term, that the pupils readjust academically after all this time?

We are mindful that remote learning has been academically challenging for some pupils, and a liberation for others. We are actively planning for the return to school to include clear adjustments from teachers to support this. In particular, we will be asking teachers to reflect on how they scaffold lessons, their use of rewards and sanctions, and lesson pace, including consolidation of the previous year's work. As always, where any pupil is in need of further and targeted academic intervention, we will make provision for this.

What will happen if teachers become unwell or have to self-isolate?

By way of reassurance, if a member of staff displays any symptoms of coronavirus they will return home immediately and follow the appropriate self-isolation



Pastoral Care and Wellbeing

We are acutely aware that every child and family will have had very different experiences during lockdown. Some of these experiences will have been positive in many respects, but others will not. Some individuals or families have had particularly challenging times.

Watching the Prep, 4th Years, and Lower Sixth return this term, we have been greatly encouraged by their resilience and the speed with which they have adapted back into School life. The support of their Tutors (or Class Teachers in Prep) and Heads of Year has been important to this, as familiar, reassuring, adult presences.

Your child's Tutor / Class Teacher and Head of Year have worked to help maintain important daily links with pupils and to respond to individual needs. The pastoral teams remain ready to help all individuals and groups as they adjust to returning to School in September. The Tutors / Class Teachers will take care and time in September to assess the wellbeing of their tutees.

The School Counsellor and the Chaplain are and will remain on hand for those who may need their expert help. All key Pastoral staff have had training in Mental Health Awareness and will quickly pick up on pupils who are struggling, signposting them to the correct support. Should any parent wish to discuss their child's return prior to start of term, please email Mrs Ellison, Deputy Head Pastoral.

In the Prep School, every child was given the opportunity to return to School before the summer break and it was wonderful to see so many children back on site with us. We had a number of activities planned to ensure a smooth transition back into School but what the children wanted, more than anything else, was to be together, to chat and to play; this is what we allowed to happen and we will be mindful of the need for this when the children first return in September.

Every child's class teacher will be available to talk and to support the children back into their routines in September and the wider pastoral team will also be monitoring the children and intervening if we can see that further support is necessary. We have kept in very regular contact with the children during the summer term via online lessons, assemblies, form sessions and PSHE and all these important pastoral points of contact will resume, as normal, as soon as we return.

Will the Chapel and Chaplain still be accessible?

The Chaplain has continued to support the community during lockdown with the virtual services, through Christian Union meetings and via many phone calls and emails to specific individuals. He will remain accessible to all and hopes to be able to hold Chapel services when the restrictions are eased and it is safe to do so.

The Chaplain will continue to be based at the Prep School on Wednesday; he will take his 'Rev's Assembly' in the morning and then resume his pastoral work with us: seeing individual children, being available at break times and being a listening ear to anyone who would like to talk with him.



What will happen if I don't feel comfortable with my child attending School?

Where you feel that the return to School may present a particular challenge to your child due to their individual needs, please get in touch with the relevant pastoral or medical team, SENCO, or Mrs Ellison, Deputy Head Pastoral. We will be happy to discuss how best to support your child upon their return.

If parents have any concerns about their child returning to the Prep in September, their child's class teacher will be available to talk through any worries or individual needs at the start of the new term. Our wider pastoral team will also be contactable by email if parents should wish to discuss their child's return or individual needs prior to the start of term: Mrs Issaka (Pastoral Care Coordinator); Mr Sharp (KS 1 Coordinator); Ms Williams (EYFS Coordinator); Miss Patterson (Head of Prep).

My child is new to the School – how will you help them settle in?

We will run our usual programme of induction for all pupils new to the School, which will help them to get to know their teachers and peers, and also get used to our routines and procedures. We will also make sure that our induction programme for new pupils prioritises an understanding of how our remote learning offering works and how to access it to best effect, should that become necessary.

We fully intend to host all relevant welcome evenings for new parents, whether remote or in school, providing you with an early opportunity to meet the team responsible for your child's ongoing care throughout the course of the year. In Prep, we will aim to hold our second welcome evening at the beginning of term where we welcome all parents to School to spend some time in their child's classroom with their class teacher, learning all about the year ahead, before gathering together to hear from the Head. If the guidelines suggest that this is not possible, we will ensure that parents receive all information electronically.

All our new pupils will be helped to settle by their class teachers and by our 'buddy' system; your child will be assigned a buddy to guide them during their first days in school and to give them practical help (where they need to be) and friendship support (during lunch and breaks).



Co-Curricular Activities

We intend to have the widest possible range of co-curricular activities on offer in September. The co-curriculum is fundamental to life at Truro School for every pupil and member of staff. During lockdown, it has been more important than ever, ensuring we find time away from our screens for interests and hobbies, to keep minds and bodies healthy.

Our range of activities across the autumn will offer breadth and balance, and we will adjust their nature to conform with necessary health and safety, and distancing requirements. Full details of the programme will be available at the start of term. We have already taken the decision, however, not to run our normal major performances or productions in the autumn term because current guidance indicates this would be unsafe. Instead, we are actively exploring the idea of a Truro Festival Week in the Summer of 2021. This festival would have a deliberate co-curricular and creative focus, and would be an exciting new addition to the Truro School calendar.

We have been and continue to support remote music lessons. We would like to see them return to the School site and will update you over whether this is possible in August. We will also be looking at different models to find a working solution so pupils can continue with their individual and small ensemble groups, ensuring safety is paramount.

Under current guidance, regrettably, competitive sport as we know it will not be able to resume in full in the autumn term. Most importantly, however, we are committed to providing pupils with other opportunities for competition, as this is important to their and School's identity and culture. We will continue to arrange fixtures with other Schools and

adapt them to guidelines, including, for example, virtual fixtures. In School we will focus on house matches and house events, giving pupils the opportunity to access competition safely.

Trips are a fundamental part of our co-curricular offering at Truro School. At this time, we cannot commit to the ideal and full programme for the next academic year. What we are doing, however, is looking ahead beyond the autumn to ensure that the overall educational experience for the year continues to include trips and opportunities that help to nurture and develop pupil interests and aid personal development, curiosity, motivation and social skills.

In the Senior School, our Wednesday Afternoon Activities programme will continue to run, albeit with some differences. Activities will be confirmed at the start of term and pupils will opt into the activity they would like to follow for the autumn term. We are confident that there will be a wide range of activities to interest every pupil.

As you would have seen in our School news recently, Truro School was confirmed as the leading School in the south-west for the Duke of Edinburgh Awards scheme. Some of the best lessons in life can come from challenges that our pupils face in the great outdoors, so we will continue to make the most of the opportunities surrounding us and the beautiful part of the world we are lucky enough to live in. Expeditions for 2019/20 have been postponed but not cancelled. We look forward to getting dates in the calendar and sending an update as soon as we are able to.



Health and Safety

How will you reduce the risk of cross contamination?

There are a range of measures that are being used to reduce this risk, including the reduction of physical interactions between people on site and a strengthened approach to cleaning and hygiene by all. The successful introduction of these measures will have a combined effect of greatly reducing the chance of cross contamination within the School community.

What cleaning measures will be put in place for September?

We are working closely with our cleaning contractors as well as our in house cleaners to ensure that we are following all best practice guidance and will be setting up cleaning routines and approaches that provide the best assurance for our sites. This will include regular cleaning of common areas and surfaces throughout the day as well as our usual thorough procedures. We will ensure all of our cleaning products include Covid-19 in the list of viruses that they prevent.

Can I wear a face mask and/or gloves?

Whilst it is not likely to be mandatory for you to wear masks or gloves we recognise that each individual will have their own thoughts and priorities on this matter and, as such, the School will encourage people to do what makes them feel safe. Should official guidance

change in this regard, you will be informed of any update to our approach in August.

Will you complete temperature checks upon arrival?

We will continue to ask that parents check their children for any symptoms before attending School. We have been carrying out temperature checks on arrival during this term, which has proved successful to date. Currently, we will plan to continue with checks in some form, and are considering a move to random testing rather than whole School. Our August communications will give further clarity based on the latest guidance at that time.

Do you have access to handwashing facilities and anti-bacterial hand sanitisers?

All staff and pupils will be expected to wash or sanitise their hands upon arrival and regularly throughout the day. Hand sanitisers are also positioned in all common areas and many entrances to buildings around the School.

All staff and pupils will be reminded to wash and/or sanitise their hands at regular intervals throughout the day, in particular before and after mealtimes. Hand washing posters and guides are on display around the School as well as the links to video guides on the website.





Do you have facilities for first aid, medical attention, support and guidance or if needs be, isolation?

The School's Medical Centre, managed by our fully qualified nurses, Barbara Trevail and Mel Cordon Lloyd, is fully equipped for first aid and medical treatment. This facility also includes a completely separate area for isolation, should it be required.

In Prep, Mrs Cameron, the First Aider, is on hand for all medical needs and will look after any child needing attention or care in the first aid room. In Pre-Prep, the children will be cared for within Willday House.

Discussion with the Chaplain, Counsellors, Tutors (or Class Teachers in Prep) or our designated Safeguarding Lead will all be available, whenever you need assistance or a friendly face.

What do I do if I feel unwell whilst at the School?

Pupils simply need to let their teacher, or any member of staff, know if they are feeling unwell. The School has a significant number of qualified first aiders, in addition to the Medical Team (Prep First Aider) and are led by a full time, qualified nurse.

If pupils develop coronavirus symptoms whilst on site they will remain in our medical centre, where we can provide a supportive and isolated environment until we can arrange for collection and/or testing. During this time we would be following the advice of the medical professionals.

What happens if there is a case of Covid-19 in the School?

If the School is notified about there being a confirmed case within the School community we will work closely with Public Health England to agree the approach. We will be able to use the Prep's bubble information or the Senior School's timetable approach to identify who may need testing or isolating.

How will you manage cross-contamination of stationery?

Pupils will be expected to bring in their own pencil cases and equipment and must not share or borrow other pupils' belongings. In the Senior School there is stationary available to purchase from the library should this be required. The Prep School supplies children with named pencil cases that should be used by all.

How will you ensure that physical distancing is followed?

We will continue to follow physical distancing guidance through thorough site signage and marking, as well as staffing the site to assist in monitoring. Classroom layouts will be adjusted to conform with the distancing requirements.

We are actively considering ways to ensure the most efficient use of the good space we have to minimise pupil and staff transit whilst maintaining our full timetable. Further details of this planning, should it be advisable based on the latest guidelines in August, will be communicated at that time.

Will class sizes change?

We are planning our timetable and approach to be as close to our regular standard as possible. At the current time, our class sizes are not anticipated to be changed and because we operate normally with relatively small class sizes, we are confident we can manage safe size restrictions on this basis.

Will lunch still be available?

We are currently reviewing our cafeteria setup and arrangements to ensure we are ready in September to welcome pupils back in for a quality meal in a safe environment. Depending on the restrictions in place at the time, there may be a mix of hot meals and lunch bags during the week, but we will ensure the quality of provision remains high and nutritious.

How will you manage lunch and break times?

We believe that children sitting and eating a healthy lunch with their friends is an extremely important part of the day and to support this we have amended our timetable to allow a more staggered lunch time for pupils to access the cafeteria. We will continue to offer a quality service using our in-house catering team from September, as long as we can comply with the latest guidance at that time.

We continue to have hand sanitiser stations at the entrance to our lunch areas for use before and after mealtime. Where queues are expected, appropriate line marking will be in place to help students adhere to physical distancing requirements.

Can my child bring snacks / their own water bottle to lessons?

Yes, children will be expected to bring their own water bottles and a drink will be provided at lunchtime as well. The Prep has a strict policy of no food being brought in from home as a safeguard against allergies being triggered, and the expectation is that Prep pupils bring in a named water bottle.

Will you allow visitors in the School?

Whilst the majority of visitors will be asked to meet with staff 'virtually', those that need to access the School will be expected to wash their hands upon arrival at Reception and to adhere to the social distancing guidelines. This includes tours of the School for prospective pupils and families, which we remain keen to offer within the required guidelines.

Will pupils be able to wear home clothes each day to aid with washing?

We would like pupils to wear their School uniforms as a sign of a return to more normal times, and PE/ games kit when relevant. The Prep, this term, has asked all pupils to wear PE/sports kit. Home clothes would be considered if the latest guidance suggests it to be advisable. Clarity for next term will be provided in August based on the latest guidance.

How will pupils access toilets and communal areas?

Access to toilets and communal areas will be communicated in advance so all pupils are aware of the areas of the School they are allowed to be in. This will also help reduce the risks of cross contamination.

Boarding

The Boarding Schools' Association (BSA) represents boarding schools from around the world and it has been in regular contact with the UK Government on behalf of boarding Schools since early January. The BSA has been sending member Schools, including Truro School, outstanding guidelines and advice on a weekly basis since January. BSA has recently published the Covid Safe Charter and Truro School is committed to upholding this Charter and abiding by its guidance.

We sincerely hope that self-isolation restrictions for arrivals to the UK will be lifted. However, we are putting in place contingency plans for several different possible September scenarios which will include, if necessary, the arrival of boarders at Truro School on 17 August 2020 to ensure 14 days' quarantine before School term begins.

Boarders will follow the same guidelines as day pupils during the School day. Within the boarding houses there will be regular temperature testing, hand sanitising and washing, increased laundry, enhanced

cleaning, restricted access to each group's bedrooms, bathrooms and social area and separate dining facilities. Day pupils will not, for the time being, be allowed to visit the boarders in the boarding houses.

A separate detailed booklet has been sent to our boarders to outline how Truro School will adhere to the BSA recommended guidelines – it can be viewed on the link below.

[Truro School Covid Boarding Handbook](#)

Travel, Holidays and Quarantine

What do we do if we have a summer holiday booked?

You must take your own decision over whether or not you take a summer holiday but we do ask that you remain vigilant over the quarantine guidance and that you do not come back to School before the stated quarantine period has lapsed.

What transportation will be available from September?

We are currently following the government's guidance around transport provision. We do plan to offer transport services, but will have to wait and follow the relevant guidance, which may require face masks or other reduced physical distancing measures. We will communicate this to you as soon as we receive the guidance.

What happens if my child has no choice but to use public transport?

Pupils and staff will be encouraged to walk, cycle or travel by car to School, however we appreciate that this may not always be possible. If public transport is your only option you will need to wear appropriate face masks or other equipment.

Will you adjust the times of the School day to avoid arrival or departure congestion?

We hope that this will not be necessary. However, a review of our approach will be undertaken in August based on the latest guidelines with an update provided to families no later than August 21.

Communications

What communications should we expect from you before September?

Announcements arrive from government daily. Although we expect this to slow over the summer period, we will be ensuring that the School Leadership Team continues to monitor all changes in guidance as they emerge. We do not feel it is sustainable or helpful to send you regular communication across the summer holiday, but we will send you a clear update on our position by Friday 7 August, and a comprehensive detailing of all start of term arrangements no later than Friday 21 August.

It is our intention to fully reopen the School sites in September and we are planning for this eventuality. In the event that we are not allowed to do this, and / or we cannot do so safely, we will revert to what is now our well-developed remote learning strategy, either fully or in part, communicating this clearly to you on the schedule outlined here.

We will send you a clear update on our position by Friday 7 August, and a comprehensive detailing of all start of term arrangements no later than Friday 21 August.

Finances

How are the finances of the School coping in this pandemic?

As a part of the Methodist Independent Schools Trust (MIST) we have a wider support base to provide us with greater confidence over the financial future. Overall Truro School is in a strong place.

Demand for places at the School is high and we are confident for our future. Where families are struggling as a consequence of Covid-19, we are doing everything we can to offer flexibility and support through our Emergency Bursary fund, which is jointly supported by the Truro School Foundation and the Truro School Association to increase the support available to families in need.

When are the Autumn Term fees due?

We will be issuing the autumn bills around the middle of July, to allow time to prepare the Direct Debit run for the 1st August. The fees are due on the first day of the School term, or in line with the agreed Direct Debit payment plan.

If School does not resume in September, will there be a discount in fees?

We communicated earlier this year that we will not be increasing our School fees by inflation in the autumn term as we would usually have done, and we will honour this commitment. We are planning to continue to deliver a full educational service and therefore full fees at this rate will be charged.

At this stage we do not envisage a need for any discount to the fee position, but we will continue to work with individual families that may require individual conversations, such as deferred payment schemes

