



TRURO
SCHOOL

RETURN TO SCHOOL

At the heart of our considerations has been the wellbeing, education, and development of pupils, and the safety and working conditions of our staff.

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TRURO SCHOOL



Andy Johnson
Head



Sarah Patterson
Head of Prep

We look forward to being in touch again soon



Dear Parents and Carers

On behalf of all of us at Truro School, we hope you and your families have had an enjoyable summer, however different it has inevitably been for all of us.

As you are aware, we intend to fully open the School at the beginning of term and this full reopening is in line with Government guidance and expectation. We feel particularly well positioned to do this safely and effectively because we were able to model and test many of our procedures and site modifications when we welcomed several year groups back on site before the summer holidays. We learnt much from these experiences and have a good grasp of what is possible on our sites, and what is not.

The Prep and Senior School Leadership teams have communicated and met frequently across the summer and here we set out our plans, as we committed to do in our 'Return to School' brochure of 26 June, and our update letter of 7 August. The plans outlined here are a product of significant thought and consideration of all the options that are available to us. At the heart of our considerations has been the wellbeing, education, and development of pupils, and the safety and working conditions of our staff. Our guiding principles have been these:

1. We want to do everything we can to ensure that we continue to offer the broad, ambitious and enjoyable education we are known for. We do not want

to curtail subjects, stop our co-curricular programme, or compromise on pastoral care.

2. We want to do this whilst keeping the site and all within it as safe as is practically possible, doing everything within our power to prevent the transmission of Covid-19 in our setting.

We believe these principles are not mutually exclusive. We will keep procedures and expectations of pupils, parents and staff under ongoing review to ensure that a healthy balance is maintained. For the first phase of the academic year, until half term, we will err on the side of caution, ahead of a thorough review that will be undertaken by a dedicated Covid Steering Group set up for this purpose that brings together the expertise and insight of key staff across the institution, and not just those in leadership.

This brochure outlines our planning in broadly the same categories as the brochure of 26 June. It is a necessarily detailed document that we ask you to read carefully between now and the start of term. We will produce a smaller Covid-safe flyer for pupils that covers key expectations and ways to seek or access further advice or support. They will receive this from their Tutors or Class Teachers at the

start of term, who will talk them through it.

This year we will all co-exist with the possibility or reality of Covid-19 for some time. It is not unlikely, therefore, that at some point we may need to revert temporarily to remote learning and teaching for some or all pupils. Of our ability to do this, we have every confidence. Truro School was able to offer and sustain remote learning successfully and dynamically for a considerable period of time last year, and in a way that we believe was sector leading in this region. We keep that capacity securely in our 'back pocket', so to speak, and will draw on it, in whole or in part, should we need to for individuals, bubbles of children, or the whole community.

Yours sincerely

Andy Johnson
Head

Sarah Patterson
Head of Prep



Academic Matters and the School Day

It is important that wherever possible we maintain the integrity of year-group bubbles. This is a key factor in our planning of how to mitigate risk and all pupils will be briefed on their importance at the start of term. It is also clear that this will not always be possible, not least because some families have children in several year groups. Where year group bubbles are not possible or desirable, we will risk assess the mixing of year groups. Below is a summary of the steps being undertaken to maximise the effectiveness of those bubble groups.

Both Prep and Senior School

- Given the nature of our sites we will continue to operate our full school day with the normal start and end timings, supported by the mitigations outlined below.
- We will continue to offer all the curriculum timetabled subjects that we do normally. Whilst many children and classes made more than expected progress under lockdown, we recognise that this may not have been the case for all pupils or in all skill sets. A key focus of the early weeks of term will be to understand the nature of individual progress that was made last term, or where gaps may exist in understanding, and to build confidence in the ability to catch up, where

needed.

- Classrooms have been re-organised to ensure desks face forwards whenever possible to minimise situations in which pupils face each other for any prolonged period of interactive time.
- Where the use of specialist equipment is required for effective learning (such as in Science practicals, Art, or DT, for example), this will happen in line with DfE guidelines that advise either a 72-hour lag between different year group usage or enhanced cleaning routines.
- Our SEND and Learning Support teams will keep a close eye on the reintegration and progress of all pupils for whom adjustments are integral to their education.
- The only site facility that will remain unopened across the first half of term will be the swimming pools.
- Catering. Prep and Senior specifics are added below, but we are pleased to confirm that all pupils will receive their lunch safely within their year group or allocated zone. We have made some alterations to the timetable and dining room area to allow this to happen.

Prep Only

- Lessons will take place in class groups, with some educational experiences within year group bubbles.
- English and maths will be setted for Years 4-6 from Monday 14 September.
- All children will receive school lunches in line with our approved autumn term menus; they will receive our full offering although it will be served by our catering staff rather than serving themselves.
- If a child has to quarantine and can't attend school, we will ensure ongoing educational provision via Everest (to set our work) and Teams (to ensure regular face to face contact with teachers). Those children in Nursery and Reception will receive their learning via Tapestry if they are required to remain at home. Routinely live lessons such as those that took place during the summer term (during the full lockdown) will not be available whilst all teachers are on site teaching the remainder of their classes.
- All stationery and resources will be provided for each child; we ask that no further stationery items are brought into school from home. All children from Nursery to Year 6 will require a clearly named water bottle; all classrooms have access to drinking water and bottles can be refilled as much as necessary during the school day.
- For children who require wrap-around care (breakfast club and after school clubs), they will be in larger bubbles before and after normal school hours as follows: Early Years (Nursery and Reception); Key Stage 1 (Years 1 and 2); 'Juniors' (Years 3 and 4); 'Seniors' (Years 5 and 6). When children are required to be in these larger bubbles, they will be physically distanced within them to ensure that year groups are kept apart.
- Drop-off arrangements will be as follows:

Doors open for breakfast club at 0745. Pre-Prep Early Birds will take place in a zoned area of the dining room from 0745-0815. Prep children requiring breakfast will be placed in a zoned area of the dining room from 0745-0815. For those children (Years 3-6) arriving from 0745 who don't require breakfast, they will move to the playground at 0800 where they will be supervised as the rest of the school arrives for the morning. Unfortunately, parents will not be able to join their child for breakfast in the dining room while Covid-19 restrictions are in place.

Between 0800 and 0830 all other children arrive in school: children in Pre-Prep will be dropped off at the Pre-Prep zone opposite Treliske House, and children

in Prep will be dropped off at the Prep zone, at the roundabout. Signage will help guide parents and staff will be on hand to direct and receive the children at both zones. For families with children in Prep and Pre-Prep, children will be dropped at the Pre-Prep zone and the older children will be supervised as they walk across to the Prep playground via the crossing to avoid multiple drop offs.

We respectfully ask that all parents remain in their cars during drop-off and pick-up but are aware that some children new to the school may need the support of their parents initially to escort them to their new classrooms. We will, for the first two weeks (until Friday 18 September) have a separate drop-off system for these children to support their swift integration. We invite parents of new starters to drop off their children between 0830 and 0850. They will be able to park up and escort their children from the cars towards their classrooms during that later time if they wish.

- Pick-up arrangements will be as follows

The wooden gates will be opened at 1500 and the barrier will be removed at 1515 so that cars can start to move through the school grounds. There will be staff on hand to guide parents during pick-up to ensure the smooth running of our system and the safety of all.

We ask parents to adhere to the following times for pick-up:

- 1515 for those with children in Pre-Prep only.
- 1535 for those with children in Pre-Prep and Prep (where they are not staying for clubs).
- 1540 for those with children in Prep only (where children are not staying for clubs).
- 1700 for those children in Prep who are in an after-school club.

Homework club will finish at 1730 (as in previous years).

Supper club will take place as normal in the dining room; children will be physically distanced into their year group bubbles if staying for this final session.

Children will be picked up in the same zones as they were dropped off. For those children who are attending clubs and so won't be picked up when lessons end, we will ask parents to telephone either the tea club (Pre-Prep) or homework club (Prep) when they arrive on site and the children will be escorted to their cars.

Please note that Miss Patterson will send a further communication to Prep parents with more specific Prep-focused details before the start of the new term.

Senior School Only

- We ask that pupils only enter the school site from 0800 to allow time for staff to complete all the necessary cleaning and safety checks before each day begins.
- Staff will be present to supervise the use of lanes at the drop-off of pupils from cars.
- On site, physical distance of 2m is expected whenever possible, or 1m if not. No physical contact is permitted.
- Breakfast for non-boarders will be available to be purchased in the Cookery School Café.
- Once the day starts, we will reduce movement around the school site by increasing the number of double lessons and by focusing lessons for each year group in zones where possible.
- Transit around the school site will be guided by clear signage, including one-way routes where appropriate.
- Because access to the dining room will be on a rota system by year group, hot lunches will not be available for every year group, every day. Where packed lunches are provided they will be of high quality, sometimes hot, and commensurate with the overall quality of food provided by the school. Details of which days will be hot or packed will be provided to pupils at the start of term.
- In the event of a pupil being unable to attend school by virtue of illness or mandated quarantine, they will be able to access all lessons where this

is possible 'live' via teams. If this is not possible, they will be supported to access lesson content and feedback otherwise.

- In the event of a teacher being unable to be on site, but well enough to teach, by virtue of mandated isolation, they will teach all or part of their lessons 'live' via teams to their class, who will be supervised on site by other staff.
- The library will remain open but there may be times when access is limited to particular year groups. When access is more open than that, the expectation will be for physical distancing and face masks to be worn.
- Pupils are asked to bring into school their own (wired) headphones for when they need them for use in ICT. This, along with school cleaning routines, will minimise risk whilst still supporting educational use of ICT.
- The school will not be providing pupils with stationery, which pupils should bring into school for themselves, and not share with others.
- After school supervision will continue to be provided via clubs or adult supervised study spaces. Pupils are respectfully asked not to remain on site after 1600 unless they are in a club or supervised study space.
- Evening meals will only be available if the pupil has signed up as a day boarder, at least 24 hours in advance of the day. This will allow us to plan the number of meals and spacing of tables if needed.



Pastoral Care and Wellbeing

Underpinning our community's health and wellbeing is a dedicated pastoral mission and team. We recognise the need to support all pupils and staff back into safe, enjoyable, and productive school routines. Our pastoral teams, the Chaplaincy, and the school counselling service, will be at the forefront of this. We also give an assurance that we will listen to and work with pupils directly at all ages across the school, to understand any challenges they might be facing as they join or return to school. In terms of specifics, the following is key to share here:

Both Prep and Senior School

- Additional staffing focus will be placed on the need to support mental health and wellbeing.
- New pupil tours and buddying will have a renewed wellbeing emphasis.
- Pupils will receive compassionate and supportive advice from Tutors and Class Teachers over how to share concerns and seek support whenever needed. The message will very much be that it is okay not to feel entirely comfortable back in school immediately, and that we are here to support you to reach that place in your own time.
- The school's behaviour policy and its application will be reflected upon by pastoral teams to ensure it recognises our unusual context.
- Assemblies and Chapel services will target wellbeing as always, with both a necessary emphasis on the implications of Covid-19, but also

with an absolute recognition that there is a wider school life than the pandemic to relish, enjoy and be stimulated by.

- We will prepare user-friendly and age appropriate flyers to help pupils stay mindful of key expectations but also to have a handy guide over who and where to turn to if they have and concerns.

Prep School Only

- Outdoor areas will be zoned to support the integrity of year group bubbles.

Senior School Only

- In order to support older pupils' sense of responsibility and freedom within the wider constraints, we will not begin term by zoning outdoor areas in the Senior School. We do expect pupils always to maintain a 2m physical distance when possible, at least 1m if not, and not to have physical contact with others.
- Sixth form tutor groups this year will be organised by year group rather than being Lower and Upper Sixth integrated.
- The Lower Sixth will be given access to the Gallery as their indoor social space, separate from the Upper Sixth.
- Both these mitigations will be reviewed at half term.



The Co-curriculum

A Truro School education is not complete without a dynamic co-curriculum and all it offers for the pupils to support talent, enthusiasm, wellbeing, and wider personal development.

Where possible, co-curricular activities will be organised and run by year group. Where this is not possible, the activity will be risk assessed before being approved. Care will be taken to ensure that no individual pupil is exposed to disproportionate risk by being part of too many different mixed year group activity 'bubbles'.

- Wednesday Afternoon Activities will resume this term, with the aim to begin on Wednesday 16 September. Pupils will sign up for their term's choice of activity in the first two weeks of term. More details will follow at the start of term. Choice

will remain broad, omitting some previous options that cannot be run safely at this time, and including others created specifically to cater for the current climate.

- Clubs will continue to run before school, at lunchtime and after school. Pupils will be provided with details of these in the first week of term.
- Peripatetic music lessons will continue to run, with some being offered online (in school or potentially whilst pupils are at home). Details will follow from the music department in due course.
- There will be no overnight trips this term.



Medical Centre

Health and Safety

The safety of our community is always at the forefront of our minds. This term, the following will be in place from the start:

- Hand hygiene

Hand hygiene remains paramount for all. Hand sanitiser stations will be located liberally across the site and reminders to use them will be regularly given.

- Cleaning packs

There will be a cleaning pack in every classroom that will include hand sanitiser. All members of the community (pupils and staff) will be encouraged to follow robust and regular hygiene routines. Teachers will be instructed on how to best supervise these routines in classrooms and between lessons.

- Face Masks

Face masks are optional for all during the normal working day on site. Any member of the community is welcome to wear one at any time, by choice. They will be required, however, for all pupils in the Senior School who do not have a medically approved exception to wear face masks on any form of school organised transport. This includes buses to and from school, and minibus journeys within the school day. They will also be required in the Library when it is in use by more than one year group. It is therefore important that all pupils in the Senior School carry a mask with them in case there is a need to wear it.

- Medical Centres

Our Medical Centres are set up to manage the temporary isolation of any pupil or member of staff who shows symptoms of concern.

- Temperature checks

Temperature checks are expected to be undertaken by families at home, with any pupil showing signs of a fever to be kept at home. On site, we reserve the right to check pupil temperatures as required.

- Cleaning routines

Cleaning routines have been enhanced across all our sites beyond our normal AM and PM rotas. Additional staffing will be used for sweeps of the school between 1000 and 1430 sanitising all contact points in communal spaces (such as toilet handles and locks, taps, handrails, door handles, door push points, etc). We may further supplement this in some areas and we have purchased professional fogging machines to enable this to happen.

- Parent/Visitor Access

Parent/Visitor access to school buildings will be by booked appointment only. We respectfully ask parents/carers not to congregate on site before or after drop-off/collection therefore, or to seek access to the school café. We are actively exploring the potential for an app that might allow parents to place orders from the café to be delivered to cars, and will update you if this is possible.



- Uniform

On days when pupils have Games or PE, or sporting clubs/activities, they should attend school, all day, in their Games or PE kit. This must include a school tracksuit for pupils in Year 3 - Upper Sixth (and not simply leggings) to ensure appropriate standards of dress are maintained outside Games times. Normal school uniform is expected at all other times. This is so that we can avoid the use of changing rooms.

At the start of term, Tutors and Class Teachers will support pupils in identifying the days of the week when they should attend in Games kit.

Children in Pre-Prep should wear their PE kit with their school jumper over their t-shirt. During colder weather, Pre-Prep children are encouraged to wear darker tracksuit trousers or leggings (as there is not a school tracksuit available for our younger children).

- Induction days

Our induction days and welcome events remain in our calendar. Pupil induction will be planned with safety in mind and separate communications will be sent with those details next week. Parents should expect all parental group gatherings or receptions for the first half of term to be managed

remotely. Their logistics are under ongoing review and details will be provided in advance of any event. We are committed, however, to providing the same level of information and opportunities for interactive Q&A as would happen for on-site events.

- Calendar

Because of the need to remain agile in our calendar planning, we will not be issuing a printed calendar to avoid the risk of confusion should certain events need changing. We encourage, therefore, all families to access our online calendar via the [website](#) to stay in the loop with what will be, as always, a busy and eventful term.

Boarding

Our updated Covid Safe Handbook for Boarders will be sent next week. As for any other pupil in the school, we expect to be informed immediately if a child requires a period of quarantine based on where they have travelled from, or if they have any symptoms that require isolation. In those scenarios our full support will be provided, including access to lessons remotely.

Travel & Quarantine

Please do ensure that as a family you follow government guidance regarding travel and quarantine, informing the school immediately if you are aware a child will need to miss any school time due to enforced quarantine. This is for their safety and the rest of the community. Staff will support children in this position to access their education consistently and effectively.

Finances

We recognise that this remains a challenging time for everyone, with many households and businesses still facing reductions in their income levels. We were fortunate during the last term to have been able to provide Emergency Bursary relief for those that needed support. If you would like to discuss any financial concerns you are facing relating to Covid-19 then please do contact the School for a confidential conversation.

Communication in a time of change

Central to our and your ability to navigate the coming weeks and months will be good communication and the School will strive for this at all times. We will be in regular contact with you, as parents, over any updates that you need to hear. In the event of a confirmed case of Covid in the school community, please be assured that we will communicate and act rapidly, and in line with the advice of the National Institute for Health Protection.

Pupils will receive their Covid secure flyers at the start of term and will be in routine communication with Tutors, Class Teachers and wider staff.

Our staff will undertake an extra day of training before term starts to support their delivery of the priorities set out at the start of this document. They will be, like the pupils, required to maintain 2m physical distance whenever possible, and at least 1m if not. They will be supported with PPE or other reasonable adjustments when necessary or desired. They will also have their own Covid secure flyers prepared for them.





Some Tips

We wanted to end this document from a parental perspective with what we feel might be some useful top tips over things to think about now, especially if you have younger children, when planning for the return to school. We do hope they prove useful to you.

- ✓ Make sure you have all the necessary uniform and PE kit for your child and that it fits and is clearly labelled.
- ✓ Make sure your child's pencil case is fully stocked (Senior School) with all items labelled.
- ✓ If your child is still at all uneasy about face to face socialising and learning, do arrange a remote or in person physically distanced meet-up with a friend from school.
- ✓ Make sure your child can access the learning platforms their age group uses from home. If relevant, try to clear old reminders/messages and tasks before term starts, too.
- ✓ Consider your journey to and from school and any adjustments to timings that may be relevant from this document, discussing them with your child.
- ✓ If your child is in the Senior School, make sure they have a sufficient supply of face masks, that they know how to use them, and that they have considered how they will securely carry them when at school and not in use.
- ✓ If your child's sleep routine has changed over lockdown and the summer, now is the time to try to steer it back towards the requirements of the school day.
- ✓ Talk to and with your children about how they are feeling about the term ahead, the things that will be different and new, but also, crucially, the things that will be familiar and the same too.
- ✓ Help them to understand the importance of bubbles, but also the reality of times when they will not be in a year group bubble, and how to maximise their safety then too.
- ✓ Help them to understand that because a school is such a large, complex, and busy community, containing individuals with very diverse needs, it is necessary to have more restrictions than they might experience outside that environment. This is not just 'teachers being teachers' but is necessary for the safety and security of all.
- ✓ Contact the relevant pastoral team if any of these conversations lead you to have concerns over your child's readiness to return to school and settle in.
- ✓ Encourage your child to focus on and be excited about the many, many positive opportunities and activities that returning to school will bring.
- ✓ Encourage your child to enjoy the last part of their holiday by doing the things they love, which we hope includes some with the wider family too!
- ✓ Look after yourselves. Lockdown and all that has come with it has been truly challenging for adults and children alike. Recognising this and being ready to support each other as a community going forwards is our collective first and key step.