



# TRURO SCHOOL PREP

## **Parents' Handbook** (Year 5 and Year 6)

2021-2022



# TRURO SCHOOL

## PREP

It gives me great pleasure to extend a very warm welcome to you from all of us here at Truro School Prep. In joining our school, whether as a parent or as a pupil, you are becoming a member of a unique community, where, above all, the lasting impression will be one of warmth and friendliness.

Starting a new school can be a very daunting experience; the more prepared the pupils are before they arrive, the easier they will find it to settle in.

This booklet is designed to help you prepare and to provide a useful compendium of information about how the school operates. If, after reading this, you need further guidance, please do not hesitate to contact me.

S L Patterson  
Head

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## SECTION 1: THE SCHOOL DAY

TIME	LESSON
7.45 - 8.15	All pupils to report to the Dining Hall (Breakfast Club) <b>Breakfast Club:</b> Breakfast available for pupils and costs from 0.70p. Children not having breakfast will move to the playground at 8.00am.
8.15	Playground supervised by staff (The school will not be held responsible for pupils dropped off before 7.45am). Pupils place their bags into their class cloakrooms
8.35	<b>SCHOOL STARTS</b> Pupils report to their classrooms following the bell at 8.35am
8.50	<b>ASSEMBLY</b> (CHAPEL ON WEDNESDAYS)
9.10	Lesson 1
9.45	Lesson 2
10.20	<b>BREAK</b>
10.40	Lesson 3
11.15	Lesson 4
11.50	Lesson 5
12.25	Lesson 6
13.00	<b>LUNCH IN THE DINING HALL</b>
1.30	LUNCH BREAK
2.00	READING PERIOD
2.20	Lesson 7
2.55	Lesson 8
3.30	FORM TIME
3.40	<b>END OF SCHOOL</b> Pupils to be collected from the playground
4.00 – 5.00	After School Clubs
4.00 – 5.30	Homework Club held in the Computer Room 1. <b>Supervision is free.</b>
5.30 – 6.15	Supper Club. There is a supervision charge of £6 made for all children who attend for any part of this time

**Playtimes** are monitored by 2 members of staff

**School lunches** are compulsory. Pupils can choose from a wide range of hot and cold food

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 3-week basis.

## SECTION 2: TRURO SCHOOL UNIFORM SHOP & UNIFORM LISTS

### TRURO SCHOOL UNIFORM SHOP

School Uniform is available from our own shop which is situated at the bottom of the Senior School drive. There are a number of ways to purchase uniform:

- Order online at <https://www.monkhouse.com/c/4499/Truro-School> Your items will be parcelled and sent to you at home.
- Order online at <https://www.monkhouse.com/c/4499/Truro-School> for click and collect. Your items will be parcelled and sent to the School Uniform shop for you or your child to collect.
- Make an appointment to come in to the school shop by visiting: <https://www.monkhouse.com/>  
There are short appointments for existing parents and longer appointments for those wishing to purchase the full school uniform/games kit.

If you have any problems, please contact Monkhouse customer services on Customer Services: 0161 476 7216

Email: [Truro.shop@monkhouse.com](mailto:Truro.shop@monkhouse.com)

Opening Hours (appointments to be made):

Monday	8.00am – 2.00pm
Tuesday	Closed
Wednesday	1.00pm – 6.00pm
Thursday	Closed
Friday	8.00am – 11.00am
Saturday	Closed
Sunday	Closed

Please note; the School Uniform Shop will be closed during the School holidays.

We are delighted to confirm that the School Uniform Shop will once again be selling second-hand uniforms.

All items received will be in quarantine for 72 hours prior to opening.

Upon opening, any garments deemed unsellable will need to be collected. Please do not send any white school shirts.

All items must be thoroughly washed and ironed prior to being brought to the store.

The trying on of second-hand garments will not be allowed due to Covid guidelines.

All second-hand sales are non-returnable.



# TRURO SCHOOL PREP

## School Uniform 2021/22 – Years 5 and 6

Please choose one uniform option for your child from the two choices listed below

All items must be clearly named

### School uniform for 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

**Summer term only** – Closed-toe sandals may be worn

Navy School Blazer with crest  
Grey flannel trousers OR grey shorts

Short or long-sleeved shirt (plain white with collar)

School tie (traditional)

Navy socks

Shoes (black)

Navy School blazer with crest  
Kilt in school colours (approximately knee length and no shorter than 3" above the knee)  
Short or long-sleeved reversed collar blouse

Navy socks or tights

Shoes (black/navy) –heel no higher than one inch

**Summer term only** – short, white ankle socks may be worn

### Additional items

School rucksack

One pair of Wellington boots

Named water bottle

Scarf - Navy blue or in school colours (optional)

Navy beanie in winter (optional)  
Navy cap in summer (optional)

### **Games / PE and swimming kit for all children**

Full Truro School tracksuit: trousers and half-zip top  
Truro School navy PE top with logo  
Games socks in school colours  
One pair of trainers for outdoors  
One pair of non-marking trainers for indoors  
One pair of plain white ankle sports socks  
One school games bag

Safety in sport: One pair of shin pads and one gum shield (autumn and spring terms only)

1 bath towel  
1 swimming cap  
1 pair of named swimming goggles  
1 school swimming bag

#### **Games/PE Kit:**

Reversible games shirt in school colours with logo Truro School navy games shorts 1 Pair of Football boots (moulded rubber studs or kite marked aluminium removable studs)	PE top listed above Truro School navy skort with logo
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#### **Swimming Kit:**

Plain navy-blue fitted competition style swimming trunks (no board shorts)	Plain navy-blue swimming costume
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#### **Optional additional sports items**

Navy base layer shorts and top: In School design (from school shop only)  
Navy base layer leggings: In School design (from school shop only)

Please note that pupils are not required to have cricket whites. Parents of pupils selected to play for a team, may choose to purchase white cricket trousers.

## SECTION 3: CLUBS

**BREAKFAST CLUB:** is run from 7.45am to 8.15am daily. All pupils who arrive between 7.45am and 8.15am should report to the dining hall but there is no charge for those who do not wish to eat. Charges for breakfast start from 0.70p. Children not having breakfast will move to the playground at 8.00am.

**PREP HOMEWORK CLUB:** is offered daily from 4.00pm to 5.30pm and is located in the Computer Room. **Supervision is free.** Cold supper box is available from 5.00pm for £3.20 for the journey home. This must be ordered before 10.30am on the day by emailing [prepoffice@truroschoo.com](mailto:prepoffice@truroschoo.com) or by telephone: 01872 272616.

*The Homework Club can be contacted by parents on: **01872 243129***

**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 or cold supper at this time (at no extra charge), but this must be ordered before 10.30am on the day by emailing [prepoffice@truroschoo.com](mailto:prepoffice@truroschoo.com) or by telephone: 01872 272616.

At 5.30pm, all pupils still at either the Homework Club or Pre-Prep Wraparound Care will be brought across to the Dining Hall to join the Supper Club, from where they should be collected.

\*\* Breakfast, Wraparound Care and Supper Club menus are all published on the website: <http://www.truroschoo.com/truro-prep-school/food/>

### PREP ACTIVITY CLUBS

The school aims to offer as wide a variety of activities as possible. Please see following page or the website for clubs offered this term. Clubs run before school, at lunchtimes and after school. The majority of clubs are run by the teaching staff and are free of charge. For a small number of clubs, an outside tutor comes into school and a charge is made (see below for details):

- **Lunchtime Clubs:** children may choose to attend a club if they wish. For some activities such as Choir or the Leonardo Art Club a level of regular commitment is required
- **After School Clubs:** the pupils simply inform their form teacher at morning registration on the day of the club which club they would like to attend
- **Weekly sign up / termly sign up clubs** – lists are held in the Reception Office for your child to sign up each Monday or if termly, at the start of term  
**For half term sign ups-** please sign up in the Reception Office at the start of each half term
- **Charged clubs** – these clubs are run on a ‘first come, first served’ basis. Please contact the Reception Office to note your interest. See below for current charges:

- Bushcraft	£55 per term
- Fencing	£55 per term
- Judo	£55 per term
- Monday Cricket Coaching	£30 per term – advised to book breakfast
- Tennis (Pre-Prep only)	£3.50 per session
- **Private Tuition – Lamda and Ballet.** The tutor will bill parents directly. Please enquire at the Reception Office for further details
- **Invitational Clubs** – e.g. choir, selected swimming or Leonardo Club; your child will be invited by the teacher to join the club





## Truro Prep School - Lunchtime & After School Clubs - Autumn Term 2021

	Before School & Lunchtime Lunchtime clubs run from 1.30-2.00pm, unless otherwise stated	After School Finish at 5.00pm unless otherwise stated
<b>Monday</b>	BEFORE SCHOOL	<p>Junior Swim training AJ 7.30-8.00am (prep pool) <u>termly sign-up-max 16</u></p> <p>**Cricket Coaching SH 7.30-8.15am (sports hall)</p>
	LUNCHTIME	<p>Y6 Netball LE 1.00-1.30 pm</p> <p>Y3-6 German KP 1.30-2.00pm (G3)</p>
<b>Tuesday</b>	BEFORE SCHOOL	<p>Senior Swim training JR 7.00-8.00am (SBA pool) <u>by invitation</u></p>
	LUNCHTIME	<p>Y6 Choir AR (music room)</p> <p>Mindfulness MI 1.00-1.20pm &amp; 1.30-1.50pm (G1)</p> <p>Junior Improvers Swim training JR AJ (prep pool) 1.30-2.00pm <u>by invitation-max 16</u></p>
<b>Wednesday</b>	BEFORE SCHOOL	<p>Senior Swim training AJ 7.30-8.30am (prep pool) <u>max-16</u></p>
	LUNCHTIME	<p>Junior Lego LL 1.30-2.00pm <u>weekly sign up - max 14</u></p> <p>Senior Water Polo JR AJ (prep pool) 1.30-2.00pm <u>max-16</u></p>
<b>Thursday</b>	BEFORE SCHOOL	<p>Senior Art Club JA <u>weekly sign-up - max 20</u></p> <p>Junior Chess JM (G4)</p> <p>Senior Cross Country SL</p> <p>Junior Creative Writing Club SC (G2)</p>
	LUNCHTIME	<p>Y3-6Shakespeare / drama club AG (assembly hall)</p> <p>** Judo RP 4.00-5.30pm (sports hall) <u>termly sign-up</u></p> <p>Y3-5 Swimming AJ 4.00-5.00pm (prep pool)</p> <p>Junior Football LH DG</p> <p>Junior Gardening JJ</p>
<b>Friday</b>	BEFORE SCHOOL	<p>Senior Hockey JF (Truro school astro)</p> <p>** Ballet TH (assembly hall) <u>N.B. starts 17/9</u></p> <p>Senior Creative Writing JJ (G2/IT3)</p>
	LUNCHTIME	<p>Junior Hockey JF 1.30-2.00pm</p>

\*\* Charges apply for Ballet, Bushcraft, Fencing, Judo, Monday Cricket Coaching, & LAMDA.  
Please enquire via the School Office as there are number limits for these. **Juniors** = Y3&4 **Seniors** = Y5&6.

# SECTION 4: SCHOOL FEES

## FEES FOR 2021 / 2022

### FEES AND CHARGES

The fees and charges set out below will be applied from  
September 2021

FEES PER TERM	£
<b>Senior</b>	
1 <sup>st</sup> - Upper Sixth Form (including lunch)	4,995
Full boarder (excludes half term & holidays)	9,925
International Boarding Fee	10,825
Weekly boarder (Monday – Friday)	8,525
Flexi boarding (per night)	65
Day boarding	35
<b>Prep</b>	
Years 5 & 6 (including lunch)	4,585
Years 3 & 4 (including lunch)	4,415
<b>Pre-Prep</b>	
Years 1 & 2 (including lunch)	3,265
Nursery & Reception (without EYF)	3,110
4 full days (Nursery only without EYF)	2,488
3 full days (Nursery only without EYF)	1,866
2 full days (Nursery only without EYF)	1,244
1 full day (Nursery only without EYF)	622
Nursery full day with Early Years Funding	42.84
Nursery afternoon with Early Years Funding	Free
<b>All</b>	
Registration fee (not refundable)	100
Guarantee fee (refundable on final bill)	500

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

One Terms fees are payable in advance as a deposit for International Boarders.

# SECTION 5: TERM DATES

## TERM DATES FOR ACADEMIC YEAR 2021 – 2022

### Autumn Term 2021

Begins	Friday	3 September
Half Term (2 weeks)	Monday	25 October
Return	Monday	8 November
End of Term	Wednesday	15 December

### Spring Term 2022

Begins	Thursday	6 January
Half Term (1 week)	Monday	21 February
Return	Monday	28 February
Ends	Wednesday	6 April

### Summer Term 2022

Begins	Tuesday	26 April
Half Term (1 week)	Monday	30 May
Return	Monday	6 June
Ends	Wednesday	6 July

# SECTION 6: PARKING ARRANGEMENTS FOR PARENTS

## 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 or in the car park behind the swimming pool.

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 gates are closed 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 note the following:

- **do not park where there are double yellow lines;**
- **park in the marked bays only;**
- **do not double park;**
- **It is illegal to turn right into the school entrance from the main road.**  
*(Some parents in the past have been observed by the police, fined and had 3 points added to their licence for performing this manoeuvre).*

# SECTION 7: PREP (HOMEWORK)

## Homework

We believe that homework in the senior years is important for a number of reasons:

- It continues to embed the understanding that learning is not just confined to the classroom;
- It develops the self-discipline necessary to study effectively;
- It helps to build good strategies for self-organisation;
- It gives extra time to learn tables and spellings;
- It provides extra time to develop reading skills;
- It extends the time allocated for numeracy and literacy;
- It allows time for a broader range of subjects and activities on the curriculum, to provide pupils with a wider range of educational experiences;
- It provides time for thinking and planning activities;
- When linked directly to lesson content, it is valuable in assisting to embed new concepts;
- It allows lesson time to become more interactive;
- It helps children develop strategies to approach revision in an organised and purposeful manner.
- It prepares children for the discipline of regular homework experiences in secondary school.
- It allows children to follow their individual interest and enthusiasm toward specific topics.

## Parental Support

This is another area which emphasises the importance of an effective partnership between teachers and parents. Parental encouragement and support will help to develop a child's positive attitude to learning.

A homework diary is provided for each child. Children are encouraged to take responsibility for recording the requirements of the homework for that evening, and it is the parents' responsibility to check that homework has been completed by signing the diary. A brief comment about how the child tackled the task would be helpful, particularly if there was any significant difficulty. The diary is checked each morning by the form teacher, immediate feedback given to the subject teacher and a note may be written in reply.

Parents can also help by:

- Nominating somewhere at home as a working area, with a good light source, a flat surface and a minimum of distractions;
- Displaying a homework timetable in the working area;
- Making sure the working area has pens, pencils, erasers, rulers, scissors, glue and paper available;
- Setting up a routine for working, by establishing a particular time for homework, and ensuring the child has a break and something to eat and drink before starting;
- Helping the child become an independent learner by avoiding giving answers or teaching methods contrary to those taught in school and discouraging copying and pasting information from the internet;
- Being positive about the child's efforts and, if there is a problem, contacting the form teacher immediately.

## Homework Club

This runs each evening from 4.00 pm. Here, the children are supervised by a member of staff, who provides the kind of low-level encouragement and support necessary to make homework an effective part of their educational experience.

Each pupil has a prep diary in which they write down each day the work they must complete at home. The diary **must** be brought home each evening and shown to parents or guardians on completion of the work.

Parents should **sign the diary every evening** to show that they have seen the work and that the pupil has completed it. If the work has not been completed within the time, this should be noted in the diary, with a brief note of explanation if necessary.

Please do not correct or mark your child's work. However, if you are not satisfied with the standard of work achieved, please note this in the diary.

Parents should use their discretion if they think a particular homework activity is taking too long and stop their child accordingly, with a note of explanation stating the time already spent on the work and some indication of the difficulties experienced.

The following are our recommended timings for homework:

Year	Written Work	Reading	Tables/Spellings
3	<b>15 minutes</b> (2 English, 2 maths, 1 science per week)	<b>10 minutes</b>	<b>5 minutes</b>
4	<b>20 minutes</b> (2 English, 2 maths, 1 science per week)	<b>10 minutes</b>	<b>5 minutes</b>
5	<b>30 minutes</b> (1 English, 1 maths and 1 science per week 1 humanities and 1 x 'Bigger Picture' project) <b>+ extra 10 minutes French per week</b>	<b>10 minutes minimum</b>	<b>5 minutes</b>
6	<b>40 minutes</b> (1 English, 1 maths and 1 science per week 1 humanities and 1 x 'Bigger Picture' project) <b>+ extra 10 minutes French per week</b>	<b>10 minutes minimum</b>	<b>5 minutes</b>

Pupils will be given a homework timetable at the beginning of the year.

## SECTION 8: HOUSE POINTS & COMMENDATIONS

Pupils are awarded House Points for good work on a scale of 1 to 5.

Each class has a house point chart (displayed on their wall), upon which the house points are recorded. They also have a chart in their Prep Diaries if they wish to keep a personal record.

House points are totalled at the end of each week and a House Point Champion from each class is announced in the Celebration Assembly on Tuesdays and awarded a certificate.

At the end of each term the house points are totalled to determine the winning House for the House Academic Cup.

If a child completes an individual piece of work that is outstanding in nature they may be presented with either a Gold Commendation (presented by their teacher) or a Head's Commendation (presented at the Celebration Assembly).

## SECTION 9: PASTORAL CARE

We want the children in our school to be happy and to enjoy their time at school, because happy children will learn.

Therefore, we aim to:

- Create and maintain an ethos that is warm, friendly and reflective of positive family life, which values each pupil as an individual with particular needs and talents to be nurtured.
- Encourage each pupil to take an active part in the life of the school and to recognise their responsibilities within that community.
- Create an environment that is caring, safe and supportive, where each child feels able to talk to the adult staff with confidence about their needs and any difficulties they may be having, sharing success and seeking advice where needed.
- Establish clear rules and boundaries for the pupils through the consistent application of the behaviour policy. We acknowledge the need for clear guidance on bullying and assert that under no circumstances will bullying behaviours be tolerated or deemed acceptable.
- Make every effort to ensure the pupils' welfare is protected through robust Child Protection and Safeguarding policies.
- Promote positive attitudes in all pupils and staff, making every effort to foster respect towards others regardless of differences of gender, race, cultural background and abilities that may be encountered within and outside of school.
- Help pupils prepare to face the challenges of growing up in this modern world with confidence, enthusiasm and understanding, in a way that reflects the school's Methodist, Christian ethos and values. These aims will be delivered as part of the whole school curriculum, primarily through a well-developed programme of Personal, Social, Health and Economic Education (PSHEE) disseminated through lessons, assemblies and form time.

### **SPIRITUAL MISSION STATEMENT**

Truro Prep is proud of its Methodist foundation and ethos.

We aim to:

- Uphold Christian principles in the daily life of the school, in the interaction between pupils, staff, parents and the wider community. Pupils and staff participate in weekly services and celebrate the important Christian festivals. The Prep School shares the services and pastoral care of a chaplain with the senior school.
- Deepen the understanding and experience of a loving God and encourage a love and concern for fellow pupils and colleagues within the school and throughout the community and world at large.

The school welcomes pupils from other religious traditions and backgrounds. The humanities curriculum includes the study of major world religions. Key festivals and holy days in other faith communities are acknowledged and respected.



## **RIGHTS AND RESPONSIBILITIES**

### **Pupils' Rights:**

- To receive the best education we can offer;
- To be treated fairly and with respect;
- To be kept safe.

### **Pupils' Responsibilities:**

- To be an active learner;
- To not impede anyone else's learning;
- To be honest and respectful towards everyone;
- To listen to and respect the rules and instructions given by the staff.

## **Code of Conduct**

- Pupils are expected to show respect to their teachers, school staff, other adults and fellow pupils through the use of good manners.
- Pupils are expected to maintain a smart appearance by wearing the school uniform tidily and correctly.
- Pupils are expected to take responsibility for their own property and to treat the property of others with respect.
- Pupils should make every effort to resolve their own grievances or disputes, but should refer the matter to a member of staff if this proves impossible.
- Pupils should be punctual in their arrival both at school and to lessons.
- Pupils are expected to arrive at their lessons with the correct equipment.
- At lunch time pupils are expected to show good table manners.
- Pupils are expected to keep their own cloakroom and locker areas tidy.
- Pupils are expected to take their homework diary to each lesson and be responsible for the neat recording of homework set each evening. They should also ensure that the diary is kept in a neat and tidy condition.
- Pupils are expected to adhere to excellent behaviour. Major breaches of discipline such as physical assault, deliberate damage to property, theft, walking out of bounds without permission or supervision, verbal abuse, refusal to follow instructions and being disruptive behaviour in class are not acceptable.
- The school provides equipment for sports and playtime; there is therefore no need for pupils to bring their own equipment, such as cricket bats or footballs for normal games lessons or playtimes.
- Pupils are expected to maintain the same high standards of behaviour and manners when attending after-school clubs, school visits, activities or workshops.

# SECTION 10: READING

## Reading

Reading is essential to learning and in developing social, communication, research, critical thinking and problem-solving skills. In Years 5 and 6:

- Dedicated time for reading is set aside in form groups a number of times during the week.
- Reading aloud takes place regularly in English lessons as well as in many other subject areas.
- Reading groups are set up for children who have been identified as requiring additional support.
- Reading for a minimum of 10 minutes each night is specified as part of homework.

Each child's reading will be assessed on entry. Class teachers and English teachers will suggest books of an appropriate difficulty to ensure progress.

## Recording

Each child will be provided with a 'Reading Stars' card, designed to encourage children to experience reading a wide range of genres and material. Internal records are kept from specified 'Reading Periods', but not from reading completed in curriculum time.

## Parental Support

Progress with reading can be achieved most effectively with parental support. Therefore, a partnership between parents and school is valuable in developing reading skills, not only during term time, but also during holiday periods. Parents can help in a number of ways:

- By encouraging reading
- By providing valuable additional time to practise reading skills
- By encouraging use of the Reading Stars card
- By providing feedback on progress in the Homework Diary

There are a number of ways that parents can work with the school to encourage their child's progress in this area.

- Making the time to read with their child, at a time when neither are too tired and can enjoy the experience
- Reading with their child every day, for short periods
- Keeping reading time quiet, relaxed and comfortable
- Being positive, encouraging and by praising their child for their efforts
- Not rushing into the text but talking about what the story might be about or what has happened so far
- Choosing a variety of texts, not only books, based on what interests their child
- Concentrating on enjoyment and grasping the meaning rather than absolute accuracy
- Not correcting too quickly, or telling the child a word without giving them time to work it out. (Firstly, encourage your child to break the word down and 'sound out' every syllable of the word – especially the ending. If the word doesn't sound correct, encourage your child to try different ways of pronouncing the vowel sounds using phonetic and spelling skills, until they read the word correctly. Then, re-read the sentence to see if your child's word would make sense in context. Next – if necessary - check if they've read the word before elsewhere in the text.)
- Re-reading favourite stories as it helps them notice more about the words on the page, recognise patterns in new words and encourages fluency
- Reading aloud to the child, as this helps build an understanding of the importance of punctuation
- By taking over the reading if the child is really struggling
- By reporting to the form teacher on progress or difficulties, using the Homework Diary

## SECTION 11: ROUTINE MATTERS

### **ABSENCE FROM SCHOOL:**

If your son or daughter is absent due to illness, please call the Reception 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 can only be granted in very special circumstances; requests for absence for holidays will not be authorised. 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 front of your child's homework diary.**

### **SECOND-HAND CLOTHING:**

For further information, please contact our Shop Manager, Ms Melanie Webb 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.

### **GAMES:**

Games form an important part of the life of the school and are timetabled accordingly. A detailed reason is required for a child who is unable to take part in Games or Physical Education. This should be written in a letter to the form teacher.

### **Team Selection:**

Staff selecting teams will consider both the ability level and attitude of all players. Selection of players and their positions within teams will be the responsibility of the member of staff in charge of that team. Staff will decide any necessary team amendments to cover players who are absent on the day of the fixture. Players will be selected by merit for school teams, and where appropriate pupils may be selected to play up one age group. All players must participate fairly during school matches. Players may be required to move between teams, at the discretion of the staff involved, based on pupil progress within the season. Currently, colours are awarded to pupils who have regularly represented the school U11 'A' team.

### **Fixtures**

Pupils must wear their tracksuit bottoms for all away matches and off-site sporting activities.

Pupils will be informed whether to change in the Sports Hall at lunchtime or morning break prior to fixtures. Uniform and blazers must be worn for match teas at other schools. No electrical equipment or additional food is permitted for sports fixtures.

All match information will be published on the sports notice board in the Millennium Building. Staff will provide the school office with a copy of all home and away lists / match information. Pick up timings will include time required for match teas. All pupils are expected to stay for match teas. Ideally children leave the school in full uniform having changed after sporting fixtures and activities. This can be at the discretion of the teacher providing that pupils leave school in either full school uniform or full school tracksuit.

**INDIVIDUAL INSTRUMENTAL MUSIC LESSONS:**

Children may learn the following musical instruments at school: brass, singing, harp, cello, French horn, double bass, viola, guitar, percussion, piano, violin and woodwind. Lessons are run on a rota basis and are taken during normal lesson times. These are charged separately. For further details please contact Mrs Angela Renshaw.



# INDIVIDUAL INSTRUMENTAL TUITION REGULATIONS

**Tuition is given in Piano, Violin, Cello, Double Bass, Percussion, Guitar, Brass, Woodwind, Singing and Harp.**

- Current fees for tuition in any instrument are published by the school in the general list of charges, copies of which are available from the Bursary.
- Fees are payable to the instrumental teacher concerned, who will bill parents direct. These should be paid within 14 days of receiving the teachers' bill.
- Shared lessons (2 pupils taught together) can be arranged at the discretion of the teacher, but these are intended for beginners or those pupils who are at an elementary stage on an instrument. They are not available to Piano pupils.
- Normally, 10 lessons of 35 minutes are given each term.
- A half-term's notice is required in writing to the teacher if a pupil wishes to discontinue tuition. Failure to give notice will result in the payment of half the fees (5 lessons) for the following term.
- Tuition is given during the school day and is organised on a rota basis. Some pupils may be accommodated outside normal school lesson times, but this is by special arrangement with the instrumental teacher.
- Teachers are under no obligation to make up lessons missed by pupils.
- Timetables are posted on the Millennium notice board and in the main school building.
- **It is essential for pupils to consult the timetables on a regular basis and abide by the instructions given.**

Please complete the tear-off slip below in capital letters and return it to Mrs Angela Renshaw. Tuition will only be arranged after this authorisation has been received by parents of guardians.

✂-----

**To: Mrs Angela Renshaw, Truro School Prep, Highertown, Truro TR1 3QN**

NAME OF PUPIL: .....

FORM: .....

INSTRUMENT ..... Individual /shared lessons  
(please delete as applicable)

***I wish my son/daughter to receive Music tuition in accordance with the current regulations, a copy of which I have received.***

## SECTION 12: 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 Prep School parents are automatically members of the Society. A small annual subscription is added to the Spring Term school bill.

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.

Twice termly the Head and the Head of the Pre-Prep department will be available at this coffee morning for an informal discussion.

## SECTION 13: PREP POLICIES (Years 3-6)

The following policies may be found on the Truro School website:

<https://www.truroschoo.com/parents/policies-nursery-pre-prep-and-prep/>

- Child Protection and Safeguarding
- Prep School Curriculum Policy
- PSHEE Policy
- Behaviour Policy
- Anti-Bullying Policy
- First Aid Policy
- Complaints Procedure
- Arrangements for the Supervision of Prep pupils
- Anti-Racism Policy
- Online Safety Policy
- Truro School Attendance Policy
- EAL Policy
- SEND Policy
- Relationship and Health Education
- Fire Risk Assessment and Procedures
- Health and Safety
- Use of Images Policy