

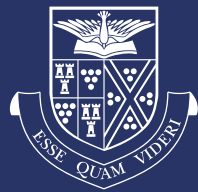


**TRURO  
SCHOOL  
PRE-PREP**

# PRE-PREP PARENT HANDBOOK

For 2025 - 26

**NURSERY | PREP | SENIOR | SIXTH FORM**



# Welcome

We are delighted to welcome you and your child to the Pre-Prep department at Truro School. Thank you for choosing to begin this exciting journey with us. This handbook has been designed to provide you with an overview of daily life in our Pre-Prep, guidance on how you can support your child’s learning, and important information regarding uniform and kit requirements along with other administrative help.

At Truro School Pre-Prep, we pride ourselves on creating a warm, vibrant, and nurturing environment where children can develop a lifelong love of learning. Our approach fosters curiosity, creativity, and confidence, ensuring that each child feels valued, supported, and inspired.

We welcome children from the age of 3, and our Pre-Prep consists of four year groups:

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

Our highly skilled and dedicated team is committed to building strong foundations in literacy, numeracy, and personal development. We encourage children to explore their interests, develop independence, and discover the world around them in a safe and stimulating environment.

We look forward to working in partnership with you to ensure that your child’s early years at Truro School are filled with joy, discovery, and success.

Ms Kate Williams (Head of EYFS)  
Mr Louis Keveren (Head of Key Stage 1)



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- School Fees
- Term Dates
- Pre-Prep Policies



# Prep School Leadership Team (PSLT)

We have a team of experienced and qualified senior staff, who each take a great deal of responsibility for the smooth running of the school.



MR ROB MORSE  
Head of Prep  
prephead@truroschoo.  
com



MR JAMES FREWER  
Deputy Head of Prep  
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MR WILL SILK  
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MS KATE WILLIAMS  
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kew@truroschoo.com



REV HELEN BYRNE  
Chaplain  
hrb@truroschoo.com



MRS LIZZIE WADDLING-HEIGHT  
SENDCO  
prepsendco@truroschoo.com

## Useful Contacts

W: [www.truroschoo.com/prep-school](http://www.truroschoo.com/prep-school) E: [prepenquiries@truroschoo.com](mailto:prepenquiries@truroschoo.com)

T: Prep Reception 01872 272 616 (term time: 8.00am – 4.00pm)

Absence: If your son or daughter is absent due to illness, please call the Reception Office on 01872 272616 to let us know by 9am, at the latest, on the first day of absence.

# Starting Nursery and the Pre-Prep

It is our aim to make the very first experience of school as exciting as possible for every child. Children are required to attend a taster session prior to them starting the Pre-Prep (Nursery to Year 2). This not only gives the children time to familiarise themselves with the school environment and their new peers but also allows you, as parents, time to discuss any issues or concerns with our staff. These sessions enable your child to make the transition with more confidence.

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

Once your child has attended a taster day and a place has been offered and accepted, further information will be requested (medical, dietary and other such information) before your child starts with us. If your child has any specific needs or dietary requirements we can also arrange for you to discuss these with our Head of EYFS or Key Stage 1, our school Medical Care Lead or our Prep Support Services Manager to ensure that we fully provide for them.

You can find more detailed information such as key policies, daily routines and uniform requirements in this handbook and any other child-specific information (timetables and menus) will be sent to you ahead of your child starting with us.

Our staff are always on hand to discuss any queries or concerns you may have. In Nursery and Reception, we may use the Tapestry online journal to share any additional information day to day with you and to also enable you to share regularly with school. For our older Pre-Prep children, you can contact your child’s class teacher or the Head of KS1 via email or by phone.

Once your child is settled into the Pre-Prep, there will be regular opportunities to meet together to discuss the progress that your child is making and to also share your child’s learning journey together.

We have a parent representative for each class who will make themselves known to you and introduce you to other parents. They can also help answer any queries you may have.



# Pre-Prep School Day

## TERM DATES

Term Dates can be viewed online at <https://www.truroschoo.com/parents/term-dates/>

## THE DAILY ROUTINE

Time	Lesson
7.45am - 8.15am	School Opens  Breakfast Club – supervision is free. You can drop your child at the front of Treliske House from 7.45am where they will be taken to the Dining Room. If breakfast is required, children need to be in our care by 8am.
8.15 - 8.40	Pupils may be dropped off opposite Treliske House, alongside the netball courts. There will be staff on hand to help. Children will be given a range of early morning activities including supervised reading, handwriting and maths starters. If your child arrives after 8.40am, please sign them in at the Front Office, before taking them to the Pre-Prep gate. Please use the intercom system to alert Pre-Prep staff.
8.40am	<b>School Starts</b> Registration
9.00am	Lessons
10.25am	Break (snack available for pupils)
10.45am	Lessons
12.00pm	<b>Lunch Break</b> (Lunch in the Dining Room)
1.10pm	Assembly
1.30pm - 3.20	Lessons
2.15pm	Lesson 4
3.30pm	<b>End of School</b> (EYFS pupils may be collected from 3.20pm onwards)

## LUNCH

All children eat school lunches and pupils can choose from a wide range of hot and cold food. The lunches are cooked on-site by our in-house catering team. Please view the website’s catering pages for the menu which will rotate on a 3-week basis > <https://www.truroschoo.com/parents/catering/>

We cater for specific dietary needs, please contact our Prep Support Services Manager on 01872 243122 or by email [smc@truroschoo.com](mailto:smc@truroschoo.com) if you have any concerns.

## END OF THE DAY

At the end of the school day pupils to be collected from the outside door to their classrooms from 3.20pm for EYFS and 3.30pm for KS1.

Children will remain in class untill 3.40pm and then be taken to wraparound.

## WRAPAROUND CARE IN PRE-PREP

### BREAKFAST CLUB

Breakfast Club is available for pupils in the dining hall from 7.45am. Supervision by Pre-Prep staff is free. There is a small charge for hot and cold food should it be required, which will be added to your bill at the end of each term. If children require food this must be ordered at the servery by 8.00am. For those who are not eating, there will be simple games and activities. At 8.15am pupils will be escorted into the Pre-Prep building by members of staff.

### AFTER SCHOOL CLUBS AND WRAPAROUND

In the Pre-Prep we offer a range of clubs after school for children from Reception to Year 2. When a club is led by a teacher or a member of the Pre-Prep Staff there is no charge. However, if the club is run by an external agency, such as cricket, dance or fencing, there is an additional charge which will be added to your bill at the end of the term. You can find information about our clubs and activities, including a termly timetable here: <https://www.truroschoo.com/prep-school/beyond-the-classroom/>

If you require additional childcare at the end of the day we offer ‘wraparound care’ at an additional charge. Please see below for these costs.

Wraparound until times below:

Entry	Up to 4.00pm	Up to 4.30pm	Up to 5.00pm	Up to 5.30pm	Supper (to 6.15pm)
3.40pm	£1	£4	£6	£8	an additional £6
4.00pm	n/a	£2	£4	£6	an additional £6
4.30pm	n/a	n/a	£2	£4	an additional £6

These prices are the current prices from September 2023 and are subject to change.

You will need to book wraparound care for the week by 8am on Monday mornings.

To book, please use the following link: <https://forms.office.com/e/VZUiYbg1Ff>

For an emergency request on the day of booking, please contact the office on 01872 272616 or [prepoffice@truroschoo.com](mailto:prepoffice@truroschoo.com).

Of course, we understand that real life necessitates change and on the occasion you may be running late, from 3.40pm we will take your child into wraparound and the nominal charge will be added to your bill.

### SUPPER CLUB

If your child requires Wraparound Care after 5.30pm they will need to be registered for Supper Club. You need to do this in advance by phoning the office on: 01872 272616.

Supper Club is held in the Prep School and supervised by a member of the Senior Leadership Team until 6.15pm.

*Breakfast, Wraparound Care and Supper Club menus are all published on the website: <https://www.truroschoo.com/parents/catering/>*



# Pre-Prep Homework

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In Pre-Prep, homework is important because it helps children understand that learning happens everywhere, not just in school. It teaches them to work independently, stay organised, and practise key skills like spelling, times tables, reading, maths, and English. Homework also gives children extra time to explore different subjects, think and plan their work, and remember what they have learnt in class.

Homework also helps enhance our home-school partnership and encourages parents to actively engage in their child's learning.

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

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

Once a child begins on a formal reading scheme, books are sent home and parents are encouraged to hear their child read on a daily basis and to read their school reading book at least three times before returning it. There will be set days when reading scheme books will be changed but children can access the school libraries and change these books whenever they desire.

## **EARLY YEARS:**

Alongside daily reading, homework in Reception may include gross and fine motor activities to support early writing, letter formation activities, sound recognition and fluency work for phonics and early reading, word work to support reading 'common exception words', and topic-based work to create and foster an interest in the wider world.

## **YEARS 1 AND YEAR 2:**

In addition to reading with an adult, homework activities may include gross and fine motor activities to support early writing, letter formation activities and writing practice, sound recognition and fluency work for phonics and early reading, sentence structure activities, word work to support reading 'common exception words', spelling lists for common rules, number fluency activities and apps such as Numbots and Times Tables Rockstars, and topic based work to create and foster an interest in the wider world.



# How to Help

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## YEAR 1 & YEAR 2

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

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

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

## READING – HOW CAN YOU HELP?

Children will come home each day with a reading book that is either linked to the Read Write Inc programme or a 'challenge'. Please listen to them read this to you at least three times over consecutive days before sending this back to be exchanged. There will be set days that these books will be changed in class, although the specific day may change so please leave the books in the book bags every day. Your child will benefit from reading each day and talking about what they have read. Although we recommend listening to your child read every day there are no 'reading records'. We will also hear your child read every day and will see the progress made and the efforts put in at home immediately, as a result.

## SPELLING – HOW CAN YOU HELP?

Children will be sent home with a list of 'common exception words' that will be linked to the reading they will complete throughout the year. Practise and quiz your child(ren) on how these are spelt. Spelling tests occur weekly within the Read Write Inc programme and all spellings are learnt as part of their phonics lessons.

One way that helps support spelling is:

**READ** – the word

**COVER** – the previous attempts up

**WRITE** – in the next available column

**CHECK** – to see if it's correct

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

## NOTES

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

# Fees and Charges

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

<https://www.truroschoool.com/admissions/fees/>

A letter confirming the following year's fees and charges is sent to all parents during the Easter holidays.

# Term Dates

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Term dates can be viewed in the Parent Section of the website >

<https://www.truroschoool.com/parents/term-dates/>

# Traffic Flow and Parking

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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 A390 (Tresawls Road) and exit via the back lane on to Treliske Lane.

In the morning a 'drop and go' system operates. Pre-Prep children are dropped off in front of Treliske House and should approach school down the right side of the drive. Prep School children are dropped off by the field/swimming pool and should approach school down the left side of the drive. Please note there is a speed limit within the school grounds.

In the afternoon, EYFS pupils can be collected from 3:20pm and KS1 children from 3.30pm. Parents may park on the drive, in front of Treliske House, by the roundabout and behind the sports hall. Please do not park in the staff car park by the Prep Assembly Hall. 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 8.40am and 3.10pm the wooden gate is shut 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 into or out of the school entrance.

- Please turn off your engine when waiting to enter school and/or when parked.
- Please do not park where there are double yellow lines.
- Please park in the marked bays only.
- Please do not double park.

# School Uniform



School Uniform is available from the Uniform Shop which is situated at the bottom of the Senior School drive (TR1 1TH).

The Uniform Shop is operated by Monkhouse Schoolwear Specialists. There are a number of ways to purchase uniform:

- **Order Online for Home Delivery**

<https://www.monkhouse.com/c/4499/Truro-School>  
Your items will be parcelled and sent to you at home.

- **Order Online for Click and Collect**

<https://www.monkhouse.com/c/4499/Truro-School>  
Your items will be parcelled and sent to the School Uniform shop for you to collect.

- **Shop in Person**

Appointments are essential for new parents or existing parents needing to equip a student with a large amount of new uniform or games kit. Appointments can be made via:

- Online <https://www.monkhouse.com/appointments>
- Email [truro.shop@monkhouse.com](mailto:truro.shop@monkhouse.com)
- Telephone 01872 271461 (please note, phonelines will only be manned during opening hours)

## UNIFORM LISTS AND OPENING TIMES

Uniform Lists and Shop Opening Times can be viewed at > <https://www.truroschoo.com/parents/uniform/>

## SECOND-HAND UNIFORM

A selection of second-hand uniform is available to buy from the Uniform Shop. All second-hand sales are non-returnable.

If supplying second-hand uniform, 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.

*For any problems making appointments, or with online orders, please telephone the Monkhouse customer service line on 0161 476 7216.*

*The Truro Uniform Shop direct line is 01872 271461 (manned during opening hours).*



# School Uniform and Appearance

Personal appearance is extremely important, especially when representing a school.

Full uniform must be worn at all times when on the school grounds. Summer uniform is only permitted during specific periods of time by permission of the Head of Prep.

## GUIDELINES ON DRESS AND APPEARANCE

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

**Hair:** This should be neat and conventional. Eccentric styles that draw attention are not acceptable, and only plain hair accessories may be worn. It is recommended for health and safety reasons that long hair is tied back.

**Jewellery:** Pupils may not wear any visible jewellery other than one pair of small sleeper earrings or studs worn in the lobe of the ears.

**Trousers/Shorts:** Trousers/shorts should be medium-grey in worsted flannel, formal and hold a crease.

**Pinafore dress or summer dress:** The grey pinafore dress should be worn with navy socks or tights. The blue/white striped dress should be worn with short white socks.

**Shirts:** White polo shirts (EYFS) or a plain white shirt or blouse with a collar (KS1) must be tucked in at all times and buttoned at the neck. An elasticated tie should be worn in Years 1 and 2. Coloured or other visible t-shirts may not be worn under shirts.

**Shoes:** Closed-toe sandals or black school shoes made from a strong material like leather should be worn. The shoes must be able to be polished. Canvas shoes are only suitable for Games and PE.

**Outdoor kit:** Waterproof trousers and a waterproof jacket will be provided for outdoor learning in the EYFS. Wellington boots are required for all children.





# Motto, Values and Ambition

## Our Motto

Our motto is Esse Quam Videri, meaning ‘to be, rather than to seem to be.’ Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From Nursery through to Sixth Form, the values our community nurtures are:

- **CURIOSITY** to always want to discover and learn more, academically and more widely too.
- **CONFIDENCE** to build resilience by learning from both successes and failures alike.
- **COMPASSION** to understand and champion the needs of others, in our community and beyond.
- **CREATIVITY** to be imaginative in how we express ourselves and approach new challenges.
- **COURAGE** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs.

The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

# Competition Houses at Truro School

- The concept of houses had originally been established at Truro School in 1904 with East, Hall, Tower and Town (for day boys) with the idea of creating fairer competitions in sport. The houses were reformed in 1921 to incorporate all aspects of school life, not just sport. The new names reflected the early life and origins of the school as well as honouring prominent figures in the school’s history.

From KS2 onwards, pupils and staff belong to one of four competition houses:

- **Smith (Blue), School (Green), Vinter (Yellow), Wickett (Red).**

Pupils can win points for their House through academic commendations, music competitions, inter-house sporting competitions, quizzes, sports day, swimming galas and much more.

# Pre-Prep Rules

The Behaviour Policy can be viewed on the Policy page of our website:

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

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

Full school uniform must be worn to and from school and pupils must have the correct PE kit.

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

Children with shoulder length hair or longer, should have their hair tied back using a discreet hair-elastic. If worn, hair bands must be of a simple design and navy blue.

Pupils are not allowed to climb, fences, gates or to stand on benches or tables.

Pupils are not allowed to play on the outdoor equipment at any point without a teacher on duty.

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

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

Please note, pupils are not permitted to bring any type of food into school.

# Spiritual Mission Statement

Truro School Prep is proud of its Methodist foundation and ethos. The Chaplain, Rev Helen Byrne, (pictured) offers a kind welcome to all pupils and is always available to pupils.





# Reporting to Parents

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

- We have an open-door policy at the end of the school day, which allows parents to easily approach staff to discuss any minor issues. You are also welcome to arrange to meet staff at a mutually convenient time, to discuss your child's achievements, targets, progress and well-being.
- Parents are also encouraged to raise any minor issues or concerns. Staff undertake to feedback either in person, in writing, via a phone call or email. This helps parents who are unable to visit the class teacher to keep in touch.
- During the first half of the autumn term and in the spring term you will be invited to a parent/teacher consultation to discuss how your child has settled, progress made and together agree the next steps for their learning.

## Reporting to Parents with Children in the Nursery

- During the first half term the Nursery teacher will carry out an entry check on your child, focusing on the characteristics of effective learning: playing and exploring, active learning and creating and thinking critically. This information will be shared with you.
- We encourage you to contribute to your child's progress record on Tapestry.
- In the summer term the Nursery teacher will write a full written report and you will be encouraged to respond in writing. There will also be reports from specialist teachers such as PE and swimming.

## Reporting to Parents with Children in Reception

- In the autumn term you will receive a written report with comments on Personal, Social and Emotional development, maths and literacy.
- In the summer term you will receive a school report commenting on all areas of learning including the three characteristics of effective learning. In the summer term data will be returned to Cornwall Council about the progress made by all the children in EYFS.
- In the summer term comments from specialist teachers will be added to the school report.
- Should your child require additional intervention or support, you will be involved as partners in strategies to benefit your child, including the implementation of an Individual Education Plan.

## Reporting to Parents with Children in Key Stage 1

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







TRURO  
SCHOOL  
PREP



TRURO  
SCHOOL  
NURSERY

# GOLDEN RULES



To Be and Not to Seem to Be



TRURO  
SCHOOL  
PREP

## REWARDS & CONSEQUENCES To Be and Not to Seem to Be

### 1 TEAMWORK MAKES THE DREAMWORK

**CLASS REWARD:** Everyone is playing their part by demonstrating our values, learning habits and routines.

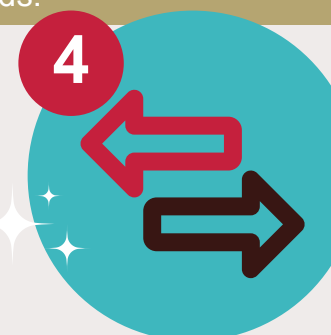


### 2 I CAN AND I WILL

**INDIVIDUAL REWARD:** You are exceeding expectations by demonstrating our values, learning habits and routines consistently.

### 3 IT'S OKAY TO ASK FOR HELP

**HELP ME:** You might be feeling stuck or unsure of what to do next. Your teachers can give you some choices to help you move forwards.



### 4 WILL YOU GO LEFT OR RIGHT?

**WARNING:** You're not on track and moving away from our values, learning habits and routines. Take a moment to correct your choices, ask for help and turn this warning into a positive.

### 5 ACTIONS HAVE CONSEQUENCES

**CONSEQUENCE:** Your choice of behaviour was under expectation. Remember! The consequence is a chance to learn from your mistake, reflect and avoid making the same mistake again.





# Routine Matters

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## **ABSENCE FROM SCHOOL:**

If your child is absent due to illness, please call the Reception Office immediately on 01872 272616 to let us know by 9am on the first day, at the latest. Please keep us updated regarding subsequent days off.

Permission for other absences 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.

## **SUN PROTECTION:**

We want our pupils to enjoy their time outside safely without the risk of the harmful effects of the sun. We ask that in the summer term all children wear a named school cap when outside. Where possible, please apply sunscreen to your child before they come to school and send a named tube or bottle of sunscreen to be kept in school, should it be needed.

## **CARE OF SICK CHILDREN:**

The health and welfare of all our pupils is of prime importance to us and we ask you all to adhere carefully to our Care of Sick Children in Pre-Prep Policy which is located on the Truro School Website: <https://www.truroschoo.com/parents/policies/>

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





# The Friends of Truro School (FTS)

The Friends of Truro School (FTS) is designed to bring the strong and inclusive community of Truro School Senior and Prep parents, pupils and teachers together.

All parents / guardians of pupils at Truro School Senior and Prep are automatically members of the FTS.

As a collaborative team of parent volunteers, we organise regular community events at both schools. Past events include Quiz and Curry nights, wine tastings in collaboration with the Cookery School, cheese and wine evenings, the fun Triathlon at the Prep, Christmas events such as wreath making, and Christmas pudding making, and the Prep Christmas Fair, as well as the Summer Fair, the fantastic end of year Summer Ball and the cream tea and cake stall at Truro School Senior Sports Day.

Please see the weekly school newsletter, posters and the FTS page of the school website - look under the Parent's tab. The FTS also hosts individual parent-led Facebook groups for all years - please contact us if you have any difficulty accessing them.

The FTS works to enrich our children's school experience, strengthen the School community, raise funds to help enhance the facilities of the School and ensure that our children get the most out of their time here.

Thank you very much for your support and we look forward to seeing you at events around the school. If you would like to make contact, or if you would like to get involved with the FTS, please email the FTS team, at [fts@truroschoo.com](mailto:fts@truroschoo.com)

Best wishes,

*The FTS Team*  
[fts@truroschoo.com](mailto:fts@truroschoo.com)



# Policies

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
- Care of Sick Children in Pre-Prep Policy
- Use of Images Policy

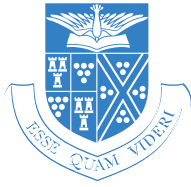
## Complaints Procedure

Truro School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the school with care and in accordance with this procedure.

Truro School makes its complaints procedure available to all parents of pupils and of prospective pupils on the school's website and will ensure that parents of pupils and of prospective pupils who request it are provided with a copy.

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





## Administration and Financial Matters

### Fees

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

Parents can view the Fees and Charges using the following link > <https://www.truroschoo.com/admissions/fees/>

A letter confirming the following year's fees and charges is sent to all parents during the Easter holidays.

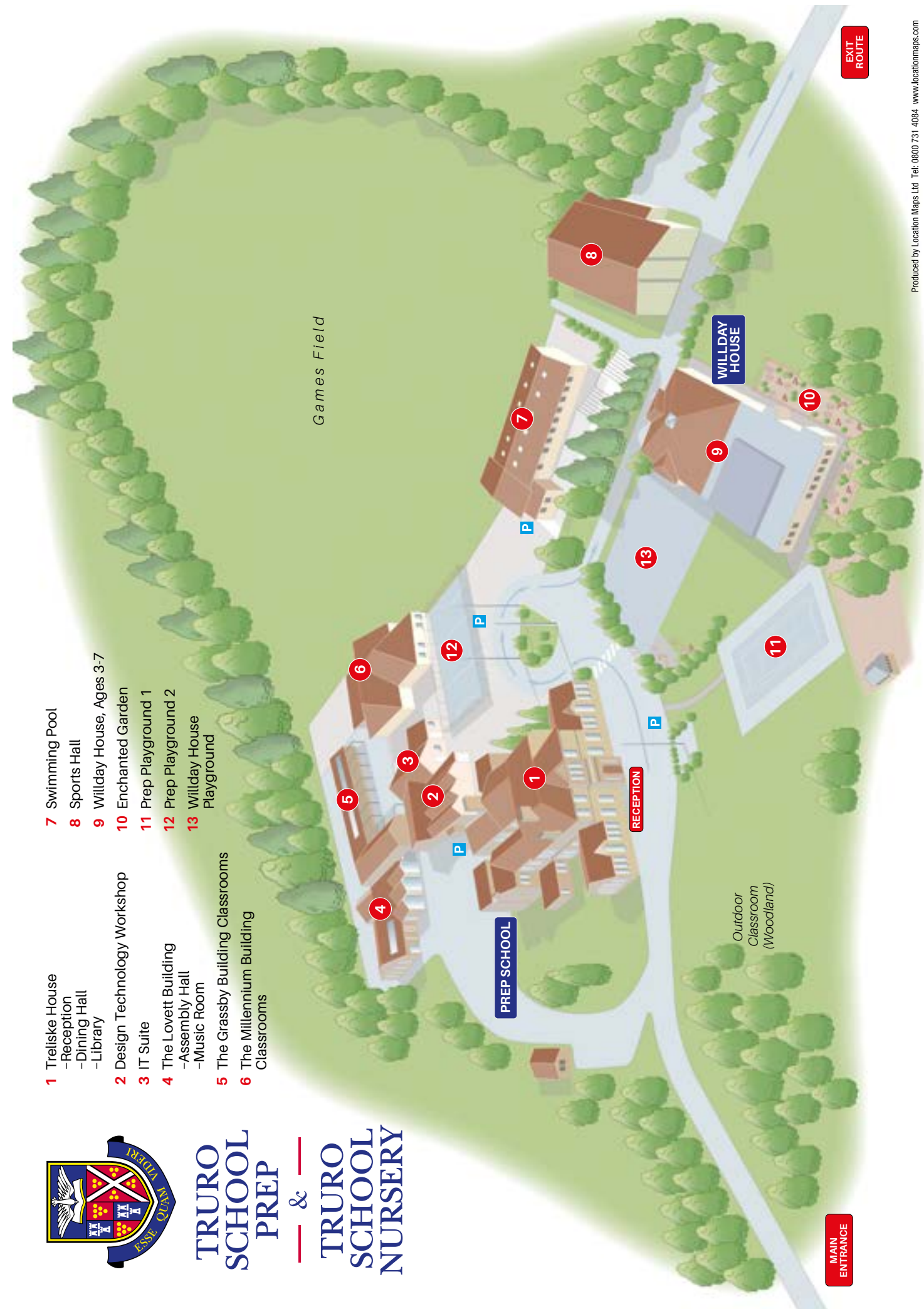
Please note that you are required to give a full term's notice of the withdrawal of a pupil.

If you have a query about any fee statement, please contact the Finance Office on 01872 246015 or [salesledger@truroschoo.com](mailto:salesledger@truroschoo.com)



TRURO  
SCHOOL  
PREP  
&  
TRURO  
SCHOOL  
NURSERY

- 1 Treliske House  
- Reception  
- Dining Hall  
- Library
- 2 Design Technology Workshop
- 3 IT Suite
- 4 The Lovett Building  
- Assembly Hall  
- Music Room
- 5 The Grassby Building Classrooms
- 6 The Millennium Building Classrooms
- 7 Swimming Pool
- 8 Sports Hall
- 9 Willday House, Ages 3-7
- 10 Enchanted Garden
- 11 Prep Playground 1
- 12 Prep Playground 2
- 13 Willday House Playground





Truro School Prep, Highertown, Truro, Cornwall TR1 3QN

<https://www.truroschoo.com/prep-school/> 01872 272 616