



# PUPIL AND PARENT HANDBOOK

For 2025 - 2026

Updated February 2026

NURSERY | PREP | SENIOR | SIXTH FORM



# Welcome

To all of you who are joining Truro School for the first time, from Cornwall, across the UK, or from abroad, a very warm welcome to our community. To those of you who already have children within the school or are moving from Prep to Senior, an equally warm 'hello' and welcome. Within the pages of this Pupil and Parent Handbook you will find lots of useful information to help prepare for the start of term. For our Boarders, the Boarding Handbook will add further details. On arrival at School, pupils will also receive a printed 'New Starter Booklet', complete with maps, how-to-guides and useful contacts. We appreciate there is a lot to take in but please don't worry, everything will be explained during the first few weeks of term.

During the first half of term, parents will be invited to a Welcome Event at which you will meet the members of our Pastoral Team who will be closest to your child. These are the staff who will meet and chat with your child most regularly and, in the case of Form Tutors, on a daily basis. They are also your first point of contact with the school in our partnership with you to support your child's education and wellbeing at school. For boarders, please contact the House Parent in this regard, with whom you will have already had contact.

In the interim period, before term begins, please feel free to contact our admissions team directly on 01872 246062 / 01872 246007 or email [admissions@truroschool.com](mailto:admissions@truroschool.com).

Mr A Johnson  
Head



**HEAD:**  
**Mr. Andy Johnson**  
E: [head@truroschool.com](mailto:head@truroschool.com)  
T: 01872 246 008

From September 2025, we will be updating the naming of our year groups in line with nationally standardised terminology. What is currently known as 1st to 5th Year will become Year 7 to Year 11. While we will do our best to ensure a smooth transition, there may be occasional references to the former system as we fully adjust. We appreciate your understanding.

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# Frequently Asked Questions

We have compiled a list of FAQs, along with their answers and where to go within this booklet.

## TRANSPORT

### When/how can we book the School bus?

The school transport booking system is managed by Vectare, a company who specialise in transport software for schools.

On-line bookings can be made for either termly travel or ad-hoc travel depending on your requirements. Termly bookings for the new school year will go live mid-August and ad-hoc bookings will go live towards the end of August. 'Go-live' dates will be advertised on our website transport page > <https://www.truroschool.com/parents/transport/>

If you are new to the school you will only be able to set up your account on the go-live dates but we will email you more information once available.

You will also find timetables and prices on the Vectare website. Bookings can be made for individual terms, or annually. [Please see page 57](#)

### Where do I get the bus from?

School coaches pick up and drop off by the 'Railings' (see below). School minibuses pick up and drop off at Epworth Court.

### Where are 'The Railings'?

The Railings are located on St Clements Hill. A pathway leads from 'The Railings' to the side of the Music Department/ Wilkes Building.

## FORM GROUPS

### What is a Form Group? How much time will my child spend in their Form Group?

Form Groups, Form Rooms, and Form Tutors are a consistent base for pupils each day. Form tutors are an important part of the pastoral network that supports your child but will also be your first point of contact if you have a question, good news to share, have concerns, or simply wish to touch base about your child.

Each morning, pupils go to their Form Room to be registered and will have Tutor Time, Assembly, or Chapel with their form groups. Importantly, in Year 7 and 8, the majority of lessons are taught in their form groups: these form groups are therefore viewed as being for classroom learning, rather than for socialising. There are plenty of opportunities outside the classroom for socialising as a whole year group, including at breaktime and lunchtime, in clubs and during WAA.

### When will pupils find out which Form Group they are in?

Year 7 will find out their Form Group during their taster day in June (details will be emailed). Form Groups for all other year groups will be confirmed during the induction day in September. Unfortunately, we are unable to give out this information prior to these times.

based on current attainment levels, languages (after the first term when they select which languages to continue with), and in DT and Art. There is also wider year group mixing when being taught in PE and Games, too.

### Can we choose which Form Group?

In order to determine Form Groups, the School carefully considers social, pastoral and academic information provided by your child's current school, and the things we learned during interviews about hobbies and interests.

One other source of information is also parental input. Each family will receive a form to complete with their requests; please use this form when received. It is very important to note that we cannot make guarantees, but we will always do our best to link pupils up with at least one or two of their friends, and thank you for your trust in our decision making process.

### How many pupils are in a Form Group?

Music instruments can be stored in the Music Department. They should be taken home at the end of the day.

### How many pupils are in a Form Group?

There are 20 - 24 children per Form Group.

## UNIFORM AND APPEARANCE

Once allocated, our normal approach is to work with pupils and families to support integration and wellbeing in the forms allocated, rather than make changes.

Our experience is that this approach is normally far better for the children's longer term education and personal development. If, however, you feel there is a compelling reason to consider a change, or there is any wider concern about the Form Group, please do contact the Form Teacher or Head of Year.

## SHELVES AND LOCKERS

### Where do pupils leave their sports bag? Do they have access to a locker?

Shelving for bags and belongings are located close to, or in, all Form Rooms. These are convenient places to leave bags. In addition, pupils do have access to a locker, however they are rarely used. As a result, there are a limited number of lockers. If there is a need to use a locker, they may bring in a padlock and select one. At the end of the academic year, any lockers with remaining locks on will be removed.

Music instruments can be stored in the Music Department. They should be taken home at the end of the day.

electronic devices are required, PCs and/or Tablets will be made available for pupils.

## COMPUTERS

### Does my child need a home computer?

Children will need access to a home computer with internet access for homework. Children do not need to bring a laptop into school as most classrooms have computer access.

Children can also access the computers in the Library before, during and after school.

### How do children log into their school computer accounts?

Children will be shown how to log on to the School computers and access their Microsoft account (MyApps) during their induction <https://myapps.microsoft.com/>. This includes access to all of their online apps, including Outlook Emails, Teams, OneDrive, Links to the Pupil Portal, Socs and much more. Your child will be given full training during IT lessons and can ask their Tutor if they need any additional help.

## THE SCHOOL DAY

### What are the timings for the school day?

[Please see page 20](#)

### Do pupils need to have a mobile phone?

Pupils are not required to have a mobile phone. Where

[Please see page 24](#)

### What is a WAA?

## **CATERING**

### **How does lunchtime work?**

Each year group is allocated a separate time to enter the Dining Room. Pupils can choose their lunch the serveries. [Please see page 35](#)

### **Can my child have breakfast and / or dinner?**

Pupils arriving early for morning clubs or staying late for events/ concerts can book in for Boarders' Breakfast and Dinner. These meals will be charged to the School account.

Meals need to be booked in advance by emailing [enquiries@truroschool.com](mailto:enquiries@truroschool.com)

### **Are snacks available?**

The Café is open to all pupils before school and pupils can either visit the Tuck Shop or the Café during break time - a Year Group rota operates. Year 7s are provided snacks during morning break (fruit on Mon, Wed, Fri and mini muffin/healthy flapjack Tue and Thu). Children can bring their own snacks in, but please know we are a Nut Free School. There is a vending machine in the SBA.

### **Is the School a cashless school?**

Truro School is predominantly a cashless site. With the introduction of Yondr mobile phone pouches, pupils no longer have access to their phones during the school day, which will affect their ability to use mobile payment apps. If you would like your child to be able to make purchases in the Café or Tuck Shop, you may

wish to check that they have an alternative payment method (eg bank card) available.

## **METHODIST SCHOOLS**

### **What is a MIST School?**

MIST stands for Methodist Independent Schools Trust. Methodist Schools seek to reflect a Methodist ethos and contribute to diversity in education. Methodist Schools seek to 'do all the good we can for all the people we can'.

MIST schools are locally run whilst receiving support, advice and investment centrally. Schools within MIST vary in size and include Woodhouse Grove School, Queen's College Taunton, Kent College, Culford School and Farringtons School, to name a few.

Truro School's values sit perfectly within the wider context of MIST, along with our overriding mission to 'do all the good' and provide 'high-quality, rounded and caring education'.

### **Do pupils have to go to Chapel? How often?**

All pupils attend Chapel once a week. [Please see page 20](#)

### **How do pupils contribute to Charity Days? How do I know when Charity Days are?**

Charity Days are listed on the School Calendar. In the run up to a Charity Day, the Charity Committee will present in Assemblies to explain why they have chosen their charity. In support of the charity, pupils can

wear their home clothes during a Charity Day in exchange for a small donation of £2. Donations are taken via the school bill. These are optional and can be removed by emailing [finance@truroschool.com](mailto:finance@truroschool.com).

In addition, each Form Group is allocated a Charity Week, where each group focuses on efforts to support a particular charity. These are a result of great team work and creativity ranging from cake bakes to beach cleans and musical performances. Please do encourage and support the pupils with these initiatives.

## **SETTLING IN**

### **What activities are there to help new pupils settle?**

For those starting at the beginning of the academic year, we hold Taster Days prior to the start of term, along with an Induction Day the day before term starts. These are available to all new pupils and a great opportunity to tour the school, meet your teachers, make new friends and generally get to know the school.

For pupils arriving at other times, we are pleased to arrange individual Taster Days where pupils are given a 'buddy' for the day. These Taster Days take place after the entrance exam has taken place and an offer has been made.

We are aware that some pupils need more support than others and through our strong pastoral network, we are committed to helping all pupils (and their parents) to settle at the beginning of their time with us.

### **Will my child get lost?**

We appreciate starting Senior School can be daunting, but we endeavour to make sure each child feels settled at the start of their time with us.

All children will receive a familiarisation tour of the School, along with a map of the classrooms ([see page 54](#)). Each department is clearly marked and there are additional campus maps throughout the school.

If any child is struggling to find their way around, please email their Form Tutor who will be happy to arrange some additional guidance.

### **What involvement will I have as a parent?**

Throughout their journey at School, we aim to encourage and support children to become independent thinkers and learners, from being responsible for their own homework to sharing notices during Form Time.

Part of the independence comes from a balance of pastoral support and parent involvement. Regular reporting and parents' evenings ([see Page 39](#)) will keep you updated on your child's progress.

Parents can also use the Parent Portal to view homework, commendations, timetables and attendance. If you have any additional concerns, Form Tutors and Heads of Year are available throughout term time via email.

Parents will also be invited to attend School events throughout the year, including sport fixtures, music and drama events, poetry readings and festivals, creating many opportunities to be involved

in your child's education. In addition, the Friends of Truro School (FTS) organise a range of events and meet-ups throughout the year - providing further opportunities to meet other parents.

### **How do we access the Parent Portal?**

You will receive an email shortly after starting at Truro School which will include a link to start the process. The email will also include a 'how to use' guide.

### **How do I let the school know about dietary requirements?**

This is collected through the admissions process. Should your child develop an allergy or other dietary need whilst here please email [enquiries@truroschool.com](mailto:enquiries@truroschool.com).

### **When does my child get their timetable?**

A paper copy of the timetable will be given out on the first day of school. A digital copy is available to view on both the parent and pupil portal.

## **SPORT AND CO-CURRICULAR**

### **How many hours of sport do pupils get per week?**

[See page 26.](#)

### **How do we book LAMDA, Music or Dance lessons?**

You will be sent information and a booking form prior to starting. [Please see page 25](#)

## **Where do I look for co-curricular clubs and activities?**

The clubs and activities list will be shared on the Friday Bulletin for the first few weeks of each term.

They can also be viewed on the website > <https://www.truroschool.com/senior-school/co-curricular/this-terms-schedule/>

Pupils of all abilities are welcome at every club and there's no need to book unless stated otherwise. [Please see page 23](#)

## **COMMUNICATION**

### **Who will be the parental point of contact once a child starts?**

The Form Tutor is the first point of contact ([please see page 10 and page 36](#)).

### **Where can I find out about school policies?**

Please visit > <https://www.truroschool.com/parents/policies/>

### **Who do I contact if my child is absent or late?**

Please email [absence@truroschool.com](mailto:absence@truroschool.com) or call the pupil absence hotline on 01872 246118.

If your child arrives late they will need to sign in at the Front Office on arrival.

### **When are the fees due?**

Fees are invoiced termly and are due by the first day of each term. [Please see page 61](#).



# Pastoral Care

Central to Truro School's ethos is a high quality of pastoral care; it underpins everything that we do and, alongside high quality teaching and learning, is what ensures the success and personal development of the children in our care, so they flourish academically and socially.



Pupils are encouraged to think for themselves and develop a sense of achievement and independence, whilst we work to ensure each child feels valued, happy, secure and confident.

Our PSHEE programme complements our assemblies and is where, across all year groups within the school, we promote our values of tolerance and understanding and reinforce the importance we place on self-respect and consideration towards others. We advise how to cope with the ups and downs of teenage life but there are times when these ups and downs require some intervention and our team of pastoral carers is on hand to provide the help that is needed.

## FORM TUTORS

Each pupil has a Form Tutor who is usually the first point of contact for parents and/or pupils who wish to discuss an area of concern. This way the circumstances of each child are known and action can be taken when and where necessary. In addition we have Head of Years and Head of Sections (Lower School, Middle School and Sixth Form) who oversee pastoral care and academic progress for pupils across their phase journeys.

The role of the Form Tutor is not just one of reacting to problems that arise during the course of the year. They will also be proactively encouraging their tutees to involve themselves in the co-curricular life of the school. In the case of busier pupils who may have multiple commitments across departments, they will also help to monitor their academic study and any pressures and conflicting commitments.

## IT'S GOOD TO TALK

If a pupil prefers, he/she may feel more comfortable talking to somebody else about a concern, they can talk to any member of staff eg a member of the pastoral team, their subject teachers, a librarian, or their Head of House.

- Many of our Sixth Formers are trained as ACHE Counsellors (Advice, Care, Help, Empathy). There are notices around school for how, when and where to meet them. These Sixth Formers

also act as positive role models and many are peer mentors. They are happy to talk to pupils and accompany them to speak to an appropriate member of staff, if it helps.

- Medical Staff. Not only are the nurses available to provide advice on areas of medical and physical wellbeing, they are a "listening ear" to children who are unsure to whom they should be speaking. The Medical Centre itself can also be a safe haven for pupils who need time out, peace and quiet.
- The Chaplain is available to talk to pupils and/or parents. She regularly meets with individuals and small groups of pupils who find themselves in a similar personal situation, giving support to each other through a difficult time. Rev Helen is a pivotal member of our pastoral team and, as a regular visitor to the boarding houses, she has an excellent rapport with all pupils. The Chapel is a haven of peace and tranquillity where any pupils and/or parents can visit to pray or simply sit in silent contemplation.
- A School Counsellor is available through the Medical Centre; a confidential service for pupils needing a totally independent listener to help them best use the people and resources available to cope with the changes in their lives.

The Deputy Head (Pastoral) works with the Heads of Year and Heads of Boarding Houses to support all the pupils. The views from pupils are heard through the pupil and student council. The Deputy Head (Pastoral) is also the Safeguarding Lead for the school, supporting anyone who is at risk of harm.

# Our Pastoral Structure

Your child's Form Tutor will be you and your child's first port of call for all questions about academic, pastoral or co-curricular matters. Pupils meet their Form Tutor every morning in their allocated Form Room. They take the register and read key notices from the Daily Bulletin. Form Tutors are allocated at the beginning of each academic year and in most cases, your child's tutor will remain their tutor during their time in either Lower School, Middle School or Sixth Form.

A list of Form Tutors, along with their contact details is available on the Parent Portal. At times, you may, in addition, wish to discuss issues with the Head of Year, who is a source of support and guidance for the whole year group.

From September 2025, we will be updating the naming of our year groups in line with nationally standardised terminology. What is currently known as 1st to 5th Year will become Year 7 to Year 11. While we will do our best to ensure a smooth transition, there may be occasional references to the former system as we fully adjust. We appreciate your understanding.

## Lower School

Year 7 and 8

YEAR 7  
FORM TUTORS



HEAD OF YEAR 7  
Mrs Rachel Vaughan  
rmv@truroschool.com

YEAR 8  
FORM TUTORS



HEAD OF YEAR 8  
Miss Danielle Overend  
dov@truroschool.com

YEAR 9  
FORM TUTORS



HEAD OF YEAR 9  
Ms Johanna Egar  
jre@truroschool.com

## Middle School

Year 9, 10 and 11

YEAR 10  
FORM TUTORS



HEAD OF YEAR 10  
Mr Tom Copeland  
thc@truroschool.com

YEAR 11  
FORM TUTORS



HEAD OF YEAR 11  
Mr Glynn Hooper  
gdh@truroschool.com

## Sixth Form

(Lower Sixth and Upper Sixth)

LOWER SIXTH  
FORM TUTOR



HEAD OF LOWER SIXTH  
Mrs Lucy Jupp  
ljr@truroschool.com

UPPER SIXTH  
FORM TUTOR



HEAD OF UPPER SIXTH  
Mrs Bernie Richards  
bri@truroschool.com

HEAD OF LOWER SCHOOL  
Mrs Felicity Thurlow  
flt@truroschool.com

HEAD OF MIDDLE SCHOOL  
Mr Roger Picton  
rtp@truroschool.com

HEAD OF SIXTH FORM  
Mr Ross Williamson  
rmw@truroschool.com

## The Safeguarding Team



MISS EMMA MITCHELL  
DSL, Designated Teacher for  
Children in Care and Deputy  
Head (Pastoral)  
E: elm@truroschool.com



MR TOM COPELAND  
DDSL and Head of Year  
E: thc@truroschool.com



MR DAVID  
MCKEOWN  
DDSL and Head of Boarding  
E: dmm@truroschool.com



MRS ZOE JOBLING  
DDSL and Deputy Head (Co-  
curriculum and Partnerships)  
E: elm@truroschool.com



MR RICHARD  
RAISTRICK  
Safeguarding Governor  
RRaistrick@truroschool.com



REV HELEN  
School Chaplain  
truroschool.com



MEL  
Health & Wellbeing  
Lead



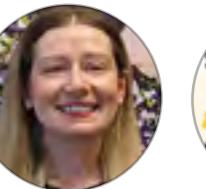
MEISHA  
School Nurse



EMILY  
School Nurse



JULIE  
Medical  
Assistant/HCA



MISS SARAH  
HARVEY  
Pastoral Support  
Worker



ACHE  
COUNSELLORS  
Sixth Form Trained  
ACHE Counsellors

## Pupils can also talk to...



## Teaching Staff - Who's Who

A full list of teaching staff and Head of Departments is available to view on the Parent Portal.

## Useful Contact Details

**Website:** [truroschool.com](http://truroschool.com)

**Email:** [enquiries@truroschool.com](mailto:enquiries@truroschool.com)

**Telephone:** 01872 272763

Address: Truro School, Trennick Lane, Truro, Cornwall TR1 1TH

If your child is ill or absent, please email [absence@truroschool.com](mailto:absence@truroschool.com) or call the pupil absence hotline on 01872 246118

**UNIFORM SHOP** [truro.shop@monkhouse.com](mailto:truro.shop@monkhouse.com) 01872 271461

**MEDICAL CENTRE** [medic@truroschool.com](mailto:medic@truroschool.com) 01872 246020

## Senior School Leadership Team (SSLT)

We have a team of experienced and qualified senior staff, who work with and for the wider School community to ensure the best interests of the School and everybody in it.



MR ANDY JOHNSON  
Head  
[head@truroschool.com](mailto:head@truroschool.com)



MR KIERAN TOPPING  
Chief Operating Officer  
[KDT@truroschool.com](mailto:KDT@truroschool.com)



MRS ZOE JOBLING  
Deputy Head  
(Co-curriculum & Partnerships)  
[ZJ@truroschool.com](mailto:ZJ@truroschool.com)



MISS EMMA MITCHELL  
Deputy Head (Pastoral)  
[ELM@truroschool.com](mailto:ELM@truroschool.com)



DR SHAUN POPE  
Deputy Head  
(Academic)  
[SKP@truroschool.com](mailto:SKP@truroschool.com)



MRS EMMA ELLISON  
Assistant Head  
(Director of Studies)  
[EKE@truroschool.com](mailto:EKE@truroschool.com)



MRS RACHEL HENDERSON  
Director of HR  
[RJH@truroschool.com](mailto:RJH@truroschool.com)



MR JAMES BUTTERWORTH  
Interim Assistant Head  
(Learning & Teaching)  
[JDB@truroschool.com](mailto:JDB@truroschool.com)



MISS LUCY COLERIDGE  
Interim Assistant Head  
(Learning & Teaching)  
[LRC@truroschool.com](mailto:LRC@truroschool.com)



# 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 but we recommend new parents book an appointment where possible.

## 1) Shop in Person

Appointments are essential for new parents or existing parents needing to equip a pupil 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)

## 2) Order Online for Home Delivery

<https://www.monkhouse.com/c/4499/Truro-School>

Your items will be parcelled and sent to you at home.



## 3) 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 or your child to collect.



## SHOP OPENING TIMES

Shop Opening Times can be viewed at > <https://www.truroschool.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.

Please speak to Monkhouse for terms and conditions regarding second-hand uniform sales.



*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).*

# Uniform List

## TRURO SCHOOL SENIOR

### SCHOOL UNIFORM

#### Years 7 and 8

Navy Truro School crest blazer **or** navy Truro School crest fitted jacket

- Medium-grey trousers in worsted flannel (or medium grey, tailored, School uniform shorts) with plain grey socks **or** kilt in School colours (approx knee length and no shorter than 3" above the knee) with navy tights or navy socks.
- White short/long-sleeved collared shirt with Truro School tie **or** short/long-sleeved reverred collar blouse
- Truro School v-neck jumper with stripe at neck
- Formal, black, leather/faux leather shoes which can be polished.
- Pupils may wear a plain navy blue or plain black waterproof coat over their Blazer (optional)

#### Years 9 to 11

- Navy Truro School crest blazer **or** navy Truro School crest fitted jacket
- Medium-grey trousers in worsted flannel with plain grey socks **or** skirt in the School tartan with fitted waist and four pleats (approx knee length and no shorter than 3" above the knee) with navy tights or navy socks.
- White short/long-sleeved collared shirt with Truro School tie **or** short/long-sleeved reverred collar blouse
- School v-neck jumper with stripe at neck
- Formal, black, leather/faux leather shoes which can be polished.
- Pupils may wear a plain navy blue or plain black waterproof coat over their Blazer (optional)



- All items must be clearly named
- All items are for girls and boys unless stated otherwise

### GAMES KIT

#### Compulsory for Boys

- Truro School Games Socks
- Truro School Games Shirt (white collar)
- Truro School Shorts (any)
- Truro School Tracksuit Top or Blue Mid-Layer
- Trainers: non-marking soles essential
- Football/Rugby Boots
- Shin Pads: mandatory for all hockey and football
- Mouth Guard: mandatory for all rugby and hockey lessons, practices and matches

#### Compulsory for Girls

- Truro School Games Socks
- Truro School PE Shirt
- Truro School Skort or Shorts
- Truro School Tracksuit Top or Blue Mid-Layer
- Trainers: non-marking soles essential
- Football/Rugby Boots
- Shin pads: mandatory for all hockey and football
- Mouth Guard: mandatory for all rugby and hockey lessons, practices and matches.

### PE KIT

#### Compulsory PE Kit for all Pupils

- Truro School PE Shirt
- Truro School Shorts or Skort
- White Socks
- Tracksuit Top or Blue 3/4
- Swimming Trunks/Jammers or Swimming (one-piece) costume. Ideally plain black or navy.
- Swimming Goggles and Towel and Hat (for long hair).
- Games Bag

#### Optional

- Truro School navy base layer, shorts, top, leggings, tracksuit bottoms
- Truro School Rip-Stop training top: suitable for outdoor all-weather training
- Truro School cricket shirt and white cricket trousers - compulsory for school team players
- Truro School cricket slip-over top short or long sleeve
- Cricket/Athletics/Astro footwear for hockey
- Truro School training vest for fitness suite and dance

#### Compulsory for Truro School team players:

- Rugby shorts, skort, tracksuit bottoms, cricket top and trousers

# Uniform List

## GUIDELINES

*School uniform and wearing it correctly is extremely important; it is part of pupils taking pride in being part of the School community.*

#### GUIDELINES FOR YEARS 7 - 11

Pupils are expected to conform to the following guideliness on School uniform and presentation. All staff are expected to let pupils know when they are not following our guidelines correctly.

**Hair:** Hair should be neat and presentable and only plain hair accessories may be worn. It is recommended for health and safety reasons that long hair is tied back.

**Make-up:** Years 7 to 9 are not allowed to wear makeup, and Year 10 and 11 are only permitted to wear natural looking make-up. Only clear nail-varnish is allowed.

**Piercings and Tattoos:** Any form of visible body-piercing or tattooing is not allowed, except that pupils may have pierced ears - see jewellery.

**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.

#### UNIFORM

**Trousers/Shorts:** Trousers/shorts should be medium-grey in worsted flannel, formal and hold a crease. Jeans are not acceptable, nor are designs which are exceptionally skinny, baggy or worn very low on the hips.

**Kilts and Skirts:** The school kilt should be worn just above the knee and not shorter than 3 inches (7cm) above the knee. The kilt should never be rolled up.

**Socks or Tights:** Socks (visible above the shoe) or tights must be worn at all times.

- Grey socks should be worn with trousers and shorts.
- Navy tights or navy socks should be worn with Kilts/Skirts.

(White socks are not allowed outside of PE at any time of the year.)

**Shirts:** Shirts must be tucked in, buttoned at the neck and the tie tied properly. Coloured or other visible t-shirts may not be worn under shirts.

**Blazers:** Blazers must be worn to and from school, and during the working day. During lessons staff may allow pupils to remove blazers while they are being taught, but they must put them on again to move about the school between lessons.

**Shoes:** Black school shoes made from strong material like leather should be worn. They should be clean, smart and in a good state of repair. Shoes must be able to hold a polish. Trainer style shoes without a heel or canvas shoes are not allowed.

School shoes must be lace-up, buckle or slip-on rather than fastened with Velcro. Shoes must not have a prominent logo on the main body of the shoe. Please email [enquiries@truroschool.com](mailto:enquiries@truroschool.com) if you are unsure as to whether something is acceptable.

If your child requires an exemption from any aspect of our school uniform policy for medical reasons, please email [medic@truroschool.com](mailto:medic@truroschool.com).

#### Examples of shoes permitted:



#### Examples of shoes not permitted:





## Summer Dress

- 'Summer Uniform' is only permitted if the weather is appropriate and when announced by the Head.
- Once Summer Uniform has been announced: Pupils and Sixth Form students may come to school without a blazer or jacket. If you do still wear it to School, you are not required to wear your jacket/blazer around the school.
- Pupils and Sixth Form students must follow all other uniform regulations as normal, and must be smart and professional at all times, including ties for boys and shirts tucked in.

## Bags and Stationery

- Pupils require bags for their school books and PE/Games kit. You may use any bags but most have rucksacks for your school books and kit bags for PE/Games which can go cross-shoulder. Any make and type can be used but the School Shop will be selling both which will be numbered and recorded to differentiate easily.
- Pupils will need their own pencil case, including a selection of roller ball pens (or biros), a purple pen (to engage in feedback), pencils, rubber, ruler, highlighters.
- All text books, exercise books and paper will be provided.
- The Maths department will provide all pupils with a Scientific Calculator.



## Lost Property

### PROPERTY LEFT OUTSIDE (INCL. METAL CONTAINERS) OR IN THE CHANGING ROOMS

All property left outside will be collected from 6pm onwards. Items left in buildings will not be moved.

### WRISTBANDS, JEWELLERY, TECH AND EXPENSIVE LOOKING ITEMS

These will be sent to the School Office for collection.

For named items, an orange slip will be delivered to tutors to pass on.

If they are unnamed, items will only be returned if an accurate description is given.

If not collected, a list of found wristbands will be included in the Daily Bulletin.

### PROPERTY LEFT IN THE SIR BEN AINSLIE SPORTS CENTRE (INCL. POOL)

All property left in the SBA/Pool will be collected between 5pm-6pm.

### WRISTBANDS, JEWELLERY, TECH AND EXPENSIVE LOOKING ITEMS

Wristbands, tech and expensive looking items will available from the SBA office for 24 hours and then taken to the School Office (please see notes about this on the left).

### ALL OTHER ITEMS

All loose items will be moved to 'LOST PROPERTY HOLDING B' (located at the front of the SBA).

All bags will be put on the racks in the SBA.

### FROM 1.00PM ONWARDS

After 1.00pm items in Holding Areas A and B will be moved to the Lost Property Container.



### LOST PROPERTY CONTAINER

Open for pupils Monday – Friday, 1.15pm – 2.30pm.

Records are kept of all items in the Lost Property Container:

For named items, messages will be delivered to tutors to pass on. Such items should be collected during the opening times indicated above.

For unnamed items, the best effort will be made to locate their owner. Pupils will need to know where and when they last had them and be prepared to provide a description of size, colour, style or brand (footwear) etc.

If you have any queries, please contact [lostproperty@truroschool.com](mailto:lostproperty@truroschool.com)

# Term Dates and Daily Routine

## TERM DATES

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

## THE SCHOOL DAY

School begins at 8.45am and lessons end at 3.50pm.

	Start	End
Registration, Assembly or Tutor Group*	8.45am	9.10am
Period 1	9.15am	10.00am
Period 2	10.05am	10.50am
Break	10.50am	11.10am
Period 3	11.10am	12.00pm
Period 4	12.05pm	12.55pm
Lunch**	12.55pm	2.05pm
Period 5	2.05pm	2.55pm
Period 6	3.00pm	3.50pm
After School Clubs	4.00pm	5.00pm***

**Lunchtime:** We operate a year group rota at lunchtime, with each year group allocated a separate time to enter the Dining Room.

\*\*Lunchtime Club 1 runs from 1.00pm - 1.30pm

Pupils will go straight to the Dining Hall at 1.35pm for their lunch following their activity.

\*\*Lunchtime Club 2 runs from 1.30pm - 2.00pm

Pupils will go to their lunch in the normal rota starting at 12.55pm or the member of staff running the club will order and supervise the eating of pre-ordered packed lunch. They will attend their activity following their lunch.

\*\*\*After School Clubs run from 4.00pm to 5.00pm (some clubs finish at 5.30pm or 6.00pm).

**Before School:** Pupils should not be on-site before 8.00am unless attending a before-school club. School starts at 8:45 am.

**After School:** Pupils may only stay on-site after 3.50pm if attending an after-school club or registered in the Library.

**Library Hours:** Monday, Tuesday, Thursday: 8.00am – 6.00pm. Wednesday, Friday: 8.00am – 5:30pm

## TWO-WEEK TIMETABLE

We operate a two weekly timetable, so a pupil's lesson timetable in 'Week A' will look different from 'Week B'.

Weeks A and B will be very clearly advertised in the online calendar. An annual calendar of Weeks A and B is also available to view in the Parent Portal.

## \*REGISTRATION, ASSEMBLY OR TUTOR GROUP

All pupils attend Registration in their Form Rooms at 8.45am. They then attend a carousel of Tutor Group, Chapel, Head of Year Assembly, House Meetings and Whole School Assembly (please see a sample schedule below).

Schedules are available to view in the Parent Portal.

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Tutor Time	Hymns	Chapel	Assembly	Tutor Time
Year 8	Tutor Time	Hymns	Chapel	Assembly	Tutor Time
Year 9	Chapel	Tutor Time	Head of Year	Assembly	Tutor Time
Year 10	Chapel	Tutor Time	Tutor Time	Assembly	Head of Year
Year 11	Tutor Time	Chapel	Tutor Time	Assembly	Tutor Time
Lower Sixth	Head of Year	Tutor Time	Tutor Time	Assembly	Chapel
Upper Sixth	Tutor Time	Tutor Time	Tutor Time	Assembly	Chapel

Week B	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Tutor Time	Tutor Time	Chapel	Tutor/House	Head of Year
Year 8	Tutor Time	Head of Year	Chapel	Tutor/House	Tutor Time
Year 9	Chapel	Tutor Time	Tutor Time	Tutor/House	Tutor Time
Year 10	Chapel	Tutor Time	Tutor Time	Tutor/House	Tutor Time
Year 11	Tutor Time	Chapel	Head of Year	Tutor/House	Tutor Time
Year 12	Tutor Time	Tutor Time	Tutor Time	Tutor/House	Chapel
Year 13	Head of Year	Tutor Time	Tutor Time	Tutor/House	Chapel

## WEDNESDAY AFTERNOON ACTIVITIES

Every Wednesday afternoon, pupils select a co-curricular activity to follow for the whole term. Further details can be found later in this booklet.



# Clubs and Activities

As part of our commitment to educating and developing the whole child, we recognise the importance of providing a wide range of co-curricular activities throughout the school week. In our experience, the happiest pupils in our school across their educational journeys are those who choose to stay positively engaged with the co-curriculum as well as their studies.

Combined with our academic curriculum, our varied co-curricular programme ensures that pupils thrive through a holistic and rounded education, giving them the opportunities to excel in whatever talent or gift they would like to pursue.

There are over 100 clubs on offer before school, after school and at lunchtimes. We encourage pupils to try as much as they can to engage in further hobbies and make new friendships.

On Wednesday Afternoons the standard school timetable is relaxed to accommodate our enriching Wednesday Afternoon Activities (WAA) programme. With over 35 activities to choose from, we offer a wide variety of options, ensuring there is something for everyone.

The list of activities changes from term to term but offers something for every individual and represents a key part of our education "beyond the classroom". The healthy mix of ages contributes towards a warm and sociable school community throughout the year groups. The activities allow younger years to feel at ease in their new environment whilst empowering older students to practise leadership skills under the guidance of teachers.

A full list of activities will be made available in the Friday bulletins at the start of each term. It can also be viewed online here > <https://www.truroschool.com/senior-school/co-curricular/this-terms-schedule/>

Our suggested expectations are that pupils should participate in the following number of clubs and activities, as a minimum each week:

- Year 7 - 9 - three clubs
- Years 10 -11 - two clubs
- Sixth Form - one club

Attendance will be monitored by form tutors each term.

## SAMPLE LUNCH AND AFTER-SCHOOL CLUBS AND ACTIVITIES

**CREATIVE**  
Music (numerous ensembles)

**SCIENCE & TECHNOLOGY**  
Art Print Making  
Art Ceramics  
Soft Toy Making  
Life Drawing

**ENRICHMENT**  
Astronomy  
Computing  
Digital Photography  
Design Technology  
Physics and Electronics  
3D Printing and Solid Works

**SPORTS & FITNESS**  
Careers Clinic  
Debating Club  
Ethical Dilemmas  
Medical, Dental and Veterinary Pathways and Interviews  
Science - Bronze Crest Award

**GREAT OUTDOORS**  
Sports Clubs, eg Netball  
Football  
Hockey  
Rugby  
Squash  
Tennis  
Badminton  
Fitness Suite  
Swimming  
Watersports

**HEALTH & WELLBEING**  
Duke of Edinburgh Award Scheme  
Ten Tors  
Gardening Club  
Outdoor Eco Club

**ACHE**  
Charity Committee  
Cookery  
Volunteering  
Walk and Talk with Bumble

**PERFORMING ARTS**  
Some clubs may incur an additional charge but the majority are included in the Fees.  
View this term's activity schedule here > <https://www.truroschool.com/senior-school/co-curricular/this-terms-schedule/>

# Wednesday Afternoon Activities (WAA)

Wednesday Afternoon Activities (WAA) are a unique feature of Truro School in which both staff and pupils coordinate and participate in a wide range of activities.

Every Wednesday afternoon, our usual timetable pauses to make way for a range of activities as part of the Wednesday Afternoon Activities (WAA) programme.

Before the start of each new term, Parents, Guardians and Carers will be sent the WAA booklet and options form to complete, choosing which activity their child would like to take part in for the duration of the next term.

There is a choice of free and paid for activities and some activities will have number limits, but we will rotate pupils throughout the year to give wide opportunity for participation.

A full list of the Wednesday Afternoon Activities can be found on the website at >

<https://www.truroschool.com/senior-school/co-curricular/this-terms-schedule/>

## WEDNESDAY AFTERNOON ACTIVITIES (SAMPLE SUMMER LIST)

• Art – Print Making	• Debating	• Music Theory	• Swimming
• Community Volunteering	• Digital Photography	• Multi Sports	• Surfing - Beginners to Competitive Level
• Ceramics	• Drama	• Music GCSE	• Tennis
• Athletics and Fitness	• Fencing	• Netball	• Wargaming
• Choristers	• Dungeons & Dragons	• Rugby	• Watersports
• Cookery	• Football	• Rounders	
• Cricket	• Horse Riding	• Sailing	
• Dance	• Golf	• Skateboarding	
	• Hockey	• Soft Toy Making	

*There is a choice of free and paid for activities and some activities will have year group and number limits.*

## SCHOOL TRIPS

Pupils will have the opportunity to go on various school trips during their time at Truro School. Some of our trips are linked to academic subjects, others are cultural and there are also sport and co-curricular tours.

Some residential fieldwork trips and residential fixtures will have a cost, and parents are asked to contribute towards these costs. You will be informed of any contribution required when the trip is introduced to you. Residential cultural trips will be charged in full to parents and these charges are explained in full at the launch of the trip.

You can view more here > <https://www.truroschool.com/senior-school/co-curricular/school-trips/>

# Individual Music, LAMDA and IDTA Dance

## INDIVIDUAL MUSIC TUITION

All Year 7 pupils will have the opportunity to develop their music skills, which will include learning an instrument during their music lessons. Individual tuition is available to all pupils in the complete range of orchestral instruments as well as piano, organ, guitar and voice.

Individual tuition is optional for pupils and sessions are charged for termly. Before starting at Truro School you will receive an email with details about signing up for individual music lessons.

For more information about music at Truro School, please contact the Music office. Email: music@truroschool.com, tel: 01872 246097

## DANCE LESSONS

Truro School offers a progressive Dance Programme involving Graded Ballet and Graded Contemporary Modern Jazz syllabus undertaken through the governing body IDTA and Rambert. Pupils are able to learn graded syllabi and take examinations, earning awards that will aid them when moving forward in the performing arts industry. The dance sessions will be run at Truro School by Cornwall Dance School. These sessions are charged for termly, with pupils having the option of taking graded exams.

You can sign up your child at anytime by emailing co-curriculum@truroschool.com.

## LAMDA

Individual and group LAMDA (London Academy of Music and Dramatic Art) lessons are available to all pupils from our peripatetic LAMDA teacher, Claire Rawlinson. Classes include Speaking Verse & Prose, Public Speaking, Acting and Reading for Performance.

LAMDA exams run from Grade 1 to 8, like music grades. Lessons take place during the lunch hour and after school and are available to all pupils. Pupils also take part, once a year, in the LAMDA Showcase at the Burrell Theatre. Lessons lead towards the prestigious LAMDA accredited qualifications, certificates and medals, and at grades 6, 7 & 8 pupils receive UCAS points towards their university entrance.

As the UK's largest Speech & Drama awarding body, LAMDA promotes an appreciation of literature, poetry and drama, as well as unlocking imagination and creative-thinking, while developing communication skills and confidence.

LAMDA lessons are optional for pupils and sessions are charged for termly. Before starting at Truro School you will receive an email with details about signing up for LAMDA lessons. For further information please email Claire Rawlinson [lamdacoaching@outlook.com](mailto:lamdacoaching@outlook.com).



## Sport

### How much sport do pupils get per week?

Year 7 - 9 all have half a term of netball, football, rugby and hockey across the Autumn and Spring Terms, and a full Summer Term of striking and fielding (cricket, rounders, tennis etc). All Year 7 - 9 (1st - 3rd Year) pupils will take part in these sports.

Year 7 - 9 pupils also have at least one timetabled double lesson of PE each fortnight, which includes swimming, gym, rackets and health & fitness on a rotation basis.

Year 7 - 9 have 300 minutes of physical activity lessons each fortnight, not including WAA or optional clubs.

Year 10 and 11 have 150 minutes of physical activity lessons each fortnight, not including WAA or optional clubs.

Year 10 and 11 can choose their options, which vary depending on the term.

### Pupils off sport

If your child needs to miss a PE/games lesson, please email their PE teacher or use the following address [PhysicalEducationDepartment@truroschool.com](mailto:PhysicalEducationDepartment@truroschool.com). Pupils should always bring in their PE kit as sessions can be adapted and pupils can experience leadership opportunities.

### How do we know what PE and games kit my child needs and on which day?

PE and games lessons are scheduled on your child's timetable. Games lessons include the whole year group; PE lessons are taken in Form Groups.

PE lessons will always require: a PE shirt, shorts or skorts and white socks (optional games jumper if outside). If your child is swimming during their PE lessons their PE teacher will notify them in advance (via their Microsoft Teams group).

Games lessons will require: a PE shirt (boys will need to wear the white collared reversible shirt), shorts or skort and Truro School games socks. They will also need appropriate equipment eg gumshield, shinpads etc.

If you are unsure as to what kit your child requires, please ask them to check their PE/Games page on Microsoft Teams. You can also email [sportsadmin@truroschool.com](mailto:sportsadmin@truroschool.com) or [PhysicalEducationDepartment@truroschool.com](mailto:PhysicalEducationDepartment@truroschool.com)

### Will my child play in a sports team?

At Truro School we want all of our pupils to experience a broad range of sports and enjoy spending time with friends. If a child is interested in playing in a Team, we recommend they sign up for the sport as their Wednesday Afternoon Activity and attend the appropriate after school club. We run a number of Teams in each sport and aim to give every interested pupil the opportunity to play in a Team. Many fixtures take place during WAA alongside training sessions.

Fixtures and Team Sheets are posted on our sports app SOCS <https://sport.truroschool.com/> and we encourage pupils to be proactive in checking the Team Sheet and reading the additional information that goes with it. The password to access the Team Sheets on SOCS will be emailed to all parents at the start of the year.

Team sheets will only be emailed out to parents under the following circumstances

- Out of hours fixtures on weekdays (eg. a fixture that returns to school later than 6pm)
- Saturday fixtures
- Fixtures and tournaments that require pupils to miss the school day

## Spectators

Spectators are very welcome at fixtures. If a fixture is taking place within school hours and you would like to support the team, please do remember to sign in at the SBA, before going to the fixture. This helps us keep a record of who is on site for fire alarm purposes, in addition to our safeguarding commitments.

Sadly, dogs are not allowed on our school site.



# School Colours

## CRITERIA FOR AWARDS

Colours are awarded for representing co-curricular areas of school life, recognising loyalty and dedication together with a major commitment and contribution to a co-curricular area. They should be a permanent recognition of an outstanding achievement. There are three types of school colours:

### Junior Colours



#### Awarded to Year 8 pupils

Covering commitment across Year 7 and 8

Junior Colours: Blue Lapel Badge

These should be awarded towards the end of the appropriate term in Year 8 and should be in recognition of:

- Sustained commitment, displaying loyalty and dedication
- The attainment of dedication to performance throughout Year 7 and 8
- A positive attitude to playing and performing, as requested
- A positive role model and being an ambassador for Truro School

Pupils, who may have joined the school part way through Year 7 or 8, who have made an outstanding contribution and demonstrated the criteria described above, may also be awarded Junior Colours, as decided by the department leader.

### Middle Colours



#### Awarded to Year 11 pupils

Covering commitment across Year 9, 10 and 11

Middle Colours: Silver Lapel Badge

These should be awarded towards the end of the appropriate term in Year 11 and should be in recognition of:

- Sustained commitment, displaying loyalty and dedication
- The attainment of dedication to performance throughout Year 9, 10 and 11
- A positive attitude to playing and performing, as requested
- A positive role model and being an ambassador for Truro School

Pupils, who may have joined the school part way through Years 9-11, who have made an outstanding contribution and demonstrated the criteria described above, may also be awarded Middle School Colours, as decided by the department leader.

### Sixth Form Colours



#### Awarded to Upper Sixth Students

Covering commitment across the Lower Sixth & Upper Sixth

Senior Colours: Gold Lapel Badge

These should be awarded towards the end of the appropriate term in the Upper Sixth and should be in recognition of:

- Sustained commitment, displaying loyalty and dedication
- The attainment of dedication to performance throughout the Lower Sixth and Upper Sixth
- A positive attitude to playing and performing, as requested
- A positive role model and being an ambassador for Truro School

## Scholarships

### WHEN AND WHAT ARE SCHOLARSHIPS AWARDED FOR?

Each Spring Term, the Head awards a small number of academic and co-curricular scholarships. Pupils and their parents are invited to take part in the scholarship programme by letter, with new scholars announced and celebrated during a special whole school assembly.

Scholarships are awarded in recognition of a pupil's commitment, engagement, ability, and talent. They are not simply about being the 'best' in a given field, but rather about demonstrating a truly scholarly attitude - one marked by passion, curiosity, and dedication.

With the exception of Chorister, Fencing and Sixth Form Diploma Scholarships, our scholarships do not carry fee remission. Instead, we direct the associated resources towards the provision for the child. Any family is, of course, welcome to apply for means-tested support through our bursary programme. This approach allows greater flexibility for pupils, ensuring they are not bound to scholarship contracts that may not align with their evolving interests and development.

### HOW DOES THE SCHOOL SUPPORT ITS SCHOLARS?

Our Enrichment and Scholarship Coordinator (ESCO) oversees the support and development of both academic and co-curricular scholars. Acting as a key point of contact, the ESCO provides mentoring where valuable and coordinates a calendar of enrichment opportunities, delivered at least once per term. These sessions are designed to ensure that the curiosity and talent that has merited scholarship status can be nurtured and broadened in its scope.

In addition, academic and co-curricular departments offer enrichment activities tailored to specific areas of interest. It is expected that scholars engage with these where they relate to areas of passion and interest.

# Curriculum

## YEAR 7 - 9

Pupils will study English, Mathematics, Biology, Chemistry and Physics, Modern Languages\*, Geography, History, Religious Studies, Art, Design & Technology, Music and ICT. All pupils have PE as well as Games each week.

Drama can be added in Year 9 (optional)

\*Year 7 will get a taster carousel of French, German and Spanish in the first term and then opt to continue with two of those languages until the end of the year. Year 8 pupils will study two of the three languages.

Those that find the study of two languages difficult during Year 8 will be offered the opportunity to drop to a single language in Year 9.

By studying differing languages over the first three years it is possible for talented linguists to study all three languages at GCSE.

## YEAR 10 AND 11

At Truro School, the norm is to study for nine GCSE/IGCSE qualifications. The compulsory core provides five of these, enhanced with four guided options, achieving a good balance between breadth and depth.

### Compulsory Core Subjects

- English Language
- English Literature
- Mathematics
- Double Award Science (equivalent to two GCSEs).

### Optional Subjects

Pupils make a choice of four subjects. This provides flexibility to cater for those pupils who are more inclined towards studying the Humanities, Modern Foreign Languages or the Creative Arts, for pupils who wish to pursue the

Sciences as three separate GCSE qualifications and for those who are keen to maintain a broad balanced spectrum of subjects.

A guide to Year 10 and 11 Curriculum and Examination Options can be found [HERE](#).

For a balanced curriculum pupils are recommended to select at least one Humanity, one Modern Foreign Language and one Creative Arts subject. We will also be flexible and accommodate variations to this guided structure according to the interests, skills and ability of individuals.

## SIXTH FORM

All the subjects offered at GCSE are also taught at A-Level or other Post 16 Pathways. New courses that are exclusive to the Sixth Form are the Extended Project Qualification (EPQ), Psychology, Business Studies, Economics and Leiths. In most cases the 11 x 50 minute periods per fortnight allocated to each subject are equally split between two specialist teachers.

There are key extension studies which form part of our Sixth Form Diploma which is a key part of the Sixth Form curriculum and complements students' Post 16 studies in both the Lower and Upper Sixth.

It gives students opportunities to extend their interests and to develop their thinking skills and independent learning. Additional Qualifications include Level 3 Extended Project Qualification (EPQ), Level 3 Core Maths Qualification, Level 3 Leith's Certificate in Food and Wine Qualification (additional cost)\* and 2 year AS Further Maths (must be taken with full A-Level Maths).

# Homework (Prep) Year 7 - 11

This is considered to be an important part of the term-time routine and offers every pupil the opportunity to establish a good routine. Homework does vary in quantity, though, and does not always involve writing.

Pupils must aim to complete the homework on the correct night to avoid an accumulation of work later in the week. The weekends should be used to catch up on missed class work and missed homework due to any absences from school.

**Homework for each year group may be grouped into one of the following three categories, or a combination of these:**

- Preparation** for the next lesson, which may include reading; this may also include learning new material (from books, interactive software, video clips or the internet) and then presenting this in class.
- Extension** in which the work will provide more difficult examples of ideas covered, or research that goes beyond the syllabus.
- Consolidation** which helps to reinforce what has been studied in class through further exercises.

## HOMEWORK ON EVEREST

Homework is explained during the lesson and a reminder is placed on the Pupil (and Parent) Portal.

Homework tasks on the Portal can be viewed by parents and pupils and includes the date the homework is due along with a description and, where applicable, links to more information or resources.

## HOMEWORK ASSISTANCE

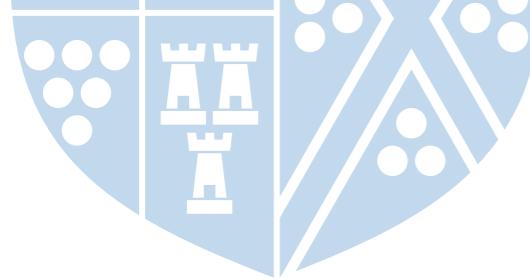
Departments provide clinics at different times during the week and pupils are welcome to attend to get help with work.



**The Dodd Library is open:**

8.00am to 6.00pm (Mon, Tue, Thu)

8.00am to 5.30pm (Wed and Fri)



# PSHEE

All pupils in the Year 7 through to Upper Sixth have timetabled lessons of PSHEE - Personal, Social, Health and Economic Education. The lessons are reviewed every year in consultation with pupils, staff and parents and with adjustments based on local and national areas of relevance.

## Year 7:

Starting school, friendships, interpersonal skills, consent, use of language, bullying, emotions and worry, self-esteem and resilience, puberty, unhealthy habits, gambling & addiction, saving & borrowing, budgeting. Also included in Form Time: First aid, communication skills, online relationships, evaluating online content .

## Year 8:

Peer pressure, drugs & unhealthy behaviours, emotional wellbeing & physical health, identity, prejudice & discrimination, body image & cosmetic procedures, relationships, consent, intimacy, sexuality, sexual health, nudes & the law, puberty shame (incl. period poverty), refugees & asylum seekers, UK politics, mutual respect (skills for working as a team), gender stereotypes, equality and diversity.

## Year 9:

Managing conflict, role models, Drug UK law & uses, grooming & online safety, GCSE options, aspirations & goals, personal safety, money management, employability, employment law, healthy relationships (c/o Barnardo's) incl: • Understanding domestic abuse and sexual violence. Healthy/unhealthy behaviours.

- Managing conflict and respecting boundaries.
- Consent, capacity and the law.
- Online safety, sexting and the law.

## Year 10:

Mental health, identity, healthy habits, sexual expectations, safeguarding & personal safety, safer sex, pornography, consent and the law, STIs and contraception, impact of drugs & alcohol, drugs & county lines, online safety, discrimination & hate crimes, diversity & identity, organ donation, tolerance, prejudice and discrimination, extremism.

## Year 11:

Post-16 and post-18 options, teenage parenthood, unintended pregnancy, abortion, coercive control, everyone's invited, boundaries and respect, cybercrime, domestic violence, intolerance and extremism, career identity, work experience, work attitude and values, sleep hygiene, mental health during exams, human rights, freedom of speech.

## Lower Sixth:

Sustaining health at Uni, cancer awareness, body image, substance use and misuse, drug addiction, risks and consequences of drugs, impact of drugs and alcohol on, sexual behaviour, personal and travel

- safety, mental and emotional health, stress and anxiety, depression, self-harm and suicide, healthy relationships, intimate relationships, separation, divorce and bereavement, unwanted pregnancy, infertility. Changing opportunities, employability, strengths, interests and skills, info, advice and guidance, online presence, alternatives to university, gap years, UCAS, income, expenditure, credit, debt, financial products and services, insurance, savings and pensions, managing financial decisions, mortgages, student finance, critical consumerism, consumer rights.

## Upper Sixth:

De-escalating situations, managing harassment, working right and responsibilities, consent, abuse, forced marriage, honour-based violence, FGM, personal safety, critical engagement with social media, challenging harmful social media, gangs, cybercrime, parliamentary democracy, different electoral systems and forms of government.

## MEDICAL CENTRE

# Medical Centre

The school has a modern, well-equipped Medical Centre run by Registered Nurses.

Following the completion of the medical questionnaire; total medical care is provided by our medical team.

The nurses in the Medical Centre oversee all medical issues. The school has a counsellor who pupils can access, if the school feels that there is a need, without parental consent, as long as deemed to be "Gillick competent".

### From time to time your child's health may change.

It is really important that you advise the Medical Centre of any changes which could be relevant to your child's health in school and we will endeavour to provide support. You may contact the Medical Centre directly using the details below.

### There is a clear school rule regarding medication.

Any medication being taken on a regular basis must be discussed with the school nurse and be left in the medical centre during school time. Pupils should not be carrying medication with them at school for the safety of the whole school community.

**medic@truroschool.com**  
**01872 246020**



Mel



Meisha



Julie



Emily

## MEDICAL CENTRE

Mel (Nurse and Health & Wellbeing Lead)  
Meisha (Nurse)  
Emily (Nurse)  
Julie (Medical Assistant/HCA)



## Day & Flexi Boarding

Truro School has options for both boys and girls boarding. They offer day pupils the opportunity to use their services on a day or flexi basis.

### DAY BOARDING

Pupils join the boarders for meals and prep (homework) but go home for the night. This is a particularly useful option for parents who may have to work longer hours, etc. and provides a further option for our wraparound care at Truro School. If your child is particularly interested in attending after school clubs and activities, this may also provide a useful option for them.

### FLEXI-BOARDING

Pupils can flexi-board on a single night rate, for a maximum of 20 nights per term (subject to availability), without becoming a weekly boarder. Particularly useful during exam time for those pupils who live a further distance away. It takes away the stress of travelling to and from school and allows them to have a more structured routine, with more time for prep/revision after school.

Flexi-boarding bookings (spaces permitting) should go to [trennick@truroschool.com](mailto:trennick@truroschool.com) for boys and [malvern@truroschool.com](mailto:malvern@truroschool.com) for girls.

## Lunchtime

Our dedicated catering team provide pupils with an imaginative and nutritious midday meal ranging from full roast dinners to sandwiches and salads.

We operate a three-week menu cycle, which is refreshed every term and passed to a nutritionist for assessment and verification that it meets the School Food Standards. All our meals are cooked freshly on the day and recognise that pupils have a wide range of tastes.

There are signs and notices displayed around the canteen advising pupils and staff of the dishes on the menu, any relevant allergen information that they may include and what to do if they have any questions or concerns about the food. We also cater for religious, vegetarian and vegan dietary needs.

In line with our sustainability charter and in support of our community we use reputable local companies for the supply

<https://www.truroschool.com/parents/catering/>

### SERVERY 1&2

**Main course:**  
Meat/fish dish/vegetarian option. Baked potatoes with two fillings. Potatoes and seasonal vegetables.

### SERVERY 3

**Light Lunch:**  
Street-food style snack, pasta with two sauces (at least one vegetarian). Sandwich and salad bar.

### CENTRAL SERVERY

**Soups and Desserts:**  
Fresh soup and bread, hot and cold desserts plus fresh fruit is available to all.

We have a 'no nuts' policy in all catering outlets and operate an allergen counter in the main canteen which serves food that does not contain gluten or milk and as few other allergens as possible.

Each year group has a slightly different lunch time to stagger meal times. These change throughout the week.

## Breakfast and Dinner

Pupils arriving early for morning clubs, or staying late for events or concerts can book in for Breakfast and/or Dinner. These additional meals will be charged to the School account.

Meals need to be booked in advance by email [enquiries@truroschool.com](mailto:enquiries@truroschool.com)

Menus are available to view on our website >

<https://www.truroschool.com/parents/catering/>

# Supporting Parent Communications

Clear, honest and timely communication and information sharing is vital to the wellbeing, success and efficiency of any community. As a School rooted in values, we are committed to this principle for parents, pupils and staff alike. The aim of these guidelines is to:

- endorse the benefits of direct staff, parent, and pupil communication.
- recognise the School's commitment to the positive use of clear, honest and timely communication.
- establish clear and supportive expectations regarding staff, parent, and pupil communication.

In promoting these guidelines, we aim to strengthen the values of our community, the positive partnerships between parents, pupils and the school, and thereby to enhance the awareness and wellbeing of all.

## CONTACTING SCHOOL STAFF

In a busy and successful school that supports every child to have an individual educational journey, the advice below will help parents. It will ensure dialogue is with the most appropriate staff in the first instance without being redirected as often to others, and without being slowed by being focused on a narrow selection of staff from within a wider staff body who are ready to help.

### Contacting School Staff

Principles of triage and referral

A list of all teaching and key OPS staff email addresses can be found on the Everest Parent Portal. Alternatively, please email [enquiries@truroschool.com](mailto:enquiries@truroschool.com) and your message will be forwarded to the relevant department.

For absence or late arrival requests, please email:  
Senior School: [absence@truroschool.com](mailto:absence@truroschool.com) or call 01872 246118

For communication that requires emergency action, please telephone the School Office during opening hours on 01872 272 763. Staff may not view emails immediately because of existing commitments such as teaching.

If your concern of urgency is a matter of safeguarding, please state this in your call to the School Office.

If you are seeking to contact the School regarding SEND provision, please contact the Senior SENDCO on [sendco@truroschool.com](mailto:sendco@truroschool.com).

For communication that does not require immediate action, or to request a conversation at an agreed time, email is encouraged.

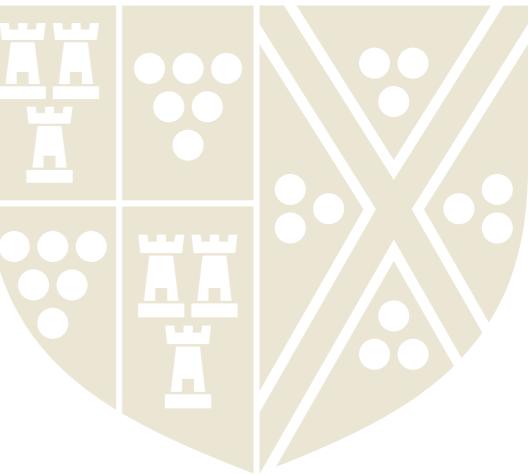
Pastoral Query	Academic Query	Co-Curricular Query	Operational or Administrative Query
<b>Form Tutor</b>  Question, concern, or information regarding: - Wellbeing or behaviour - Learning across several subjects  <i>Boarding parents should also contact the relevant Houseparent.</i>	<b>Subject Teacher (cc'ing Tutor)</b>  Question, concern, or information regarding: - Subject-specific learning or progress  <i>Boarding parents should also contact the relevant Houseparent.</i>	<b>Form Tutor</b>  Question, concern, or information regarding: - Clubs, activities, trips or WAA  <i>Boarding parents should also contact the relevant Houseparent.</i>	enquiries@truroschool.com Tel: 01872 272763  Question, concern, or information regarding: - General School information - Transport - Admissions  For finances or fees queries, please contact <a href="mailto:salesledger@truroschool.com">salesledger@truroschool.com</a>

<b>Second Contact</b>	If further support is required following response from your First Contact, or you feel matters remain unresolved, please do follow up with the appropriate line manager or Middle Leader who oversees the relevant aspect of School life.			
	<b>Pastoral Query</b>  <b>Head of Year</b> <b>Head of Year or Section</b>  <i>Boarding parents should also contact the Head of Boarding.</i>	<b>Academic Query</b>  <b>Head of Department</b> <b>Head of Year or Section</b>  <i>Boarding parents should also contact the Head of Boarding.</i>	<b>Co-Curricular Query</b>  <b>Director of the relevant Co-Curricular area</b>  <i>Boarding parents should also contact the Head of Boarding.</i>	<b>Operational or Administrative Query</b>  <b>Head of Department</b>  (If you are unsure who is the relevant Head of an Operational Department, please contact <a href="mailto:enquiries@truroschool.com">enquiries@truroschool.com</a> to ask)

<b>Third Contact</b>	If further support is required following response from your Second Contact, or you feel matters remain unresolved, please do follow up with the appropriate line manager or Senior Leader who oversees the relevant aspect of School life.			
	<b>Pastoral Query</b>  <b>Deputy Head (Pastoral)</b>  <i>Boarding parents should contact the Deputy Head (Pastoral).</i>	<b>Academic Query</b>  <b>Deputy Head (Academic)</b>  <b>Assistant Head (Learning and Teaching)</b>  <b>Assistant Head (Director of Studies)</b>	<b>Co-Curricular Query</b>  <b>Deputy Head (Co-Curriculum and Partnerships)</b>	<b>Operational or Administrative Query</b>  <b>Director of Department</b>  (If you are unsure who is the relevant Director of an Operational Department, please contact <a href="mailto:enquiries@truroschool.com">enquiries@truroschool.com</a> to ask)

FURTHER ACTION			
If you have ongoing concerns following dialogue with staff as outlined above, you will be encouraged to consult our Complaints Policy that is available on the Policies page of our website.			





# Communications Culture

## Our Expectations of Staff and Parents

In all communications and interactions between those within our School family, we expect the School's values to be upheld. In practice we consider this to mean:

### Of Parents

- Please only send non-vital messages by email, using the table on the previous page for guidance. For information that requires emergency action, please telephone the School Office during School hours on 01872 272763 (Senior) / 01872 272616 (Prep).
- Email is convenient for many parents who are working and find it difficult to catch up with school staff during regular work hours, so you may wish to send emails outside of those hours. Please do not expect automatically that our staff will reply to emails outside of the working day, or over weekends or holidays. They may well choose to, of course, but that is not an expectation or requirement of their role.
- We value interactive, face-to-face, or telephone dialogue. If your enquiry is complex or requires discussion of detail, staff may well invite you to speak with them in person or by telephone rather than to have dialogue by email. You are, likewise, warmly invited to request a chance to speak, in preference to email dialogue too. In that situation, it is helpful for staff to have an outline of the matters you wish to raise in advance so that they can gather information or thoughts to help.
- We encourage pupils to develop their own effective communication habits and see this as part of their education. If your email is being sent on behalf of your child, for example, if they are having trouble understanding or completing homework, or need to send apologies for missing an appointment or activity, please do encourage them to contact the relevant staff directly. This can be in person or, for Senior School pupils, via email (copying you in as appropriate). Pupils will receive age-appropriate guidance on communication.
- It is the responsibility of every parent to keep the school up-to-date with your current contact details. Please email [enquiries@truroschool.com](mailto:enquiries@truroschool.com).

- The School's expectation is always, and including in situations of concern, disagreement or complaint, that the tone of communication to School employees, and vice versa, will remain respectful and constructive. This is also a requirement of the Parental Contract. Staff are

advised to cease communication and seek support from a line manager if they feel this has ceased to be the case. Likewise, if as a parent you feel that the nature or tone of communication to you from a School employee is inappropriate, please do contact their line manager or a member of the Leadership Team for advice.

- Parental communications of thanks or recognition on behalf of themselves or their children for the work staff do are welcomed and will be acknowledged whenever possible.

### Of Staff

Staff at Truro School are a professional body and are expected to maintain clear, consistent, and professional standards of communication always. It is also acknowledged that teaching and OPS staff are busy teaching and supporting the running of the school and to support staff wellbeing alongside the effective delivery of their professional roles, they receive the following guidance:

In a scenario where a parental communication during term time raises Safeguarding concerns, the DSL or a DDSL must be informed immediately. Otherwise:

- A parental email should be acknowledged or replied to within two working days. If the matter can be addressed in that timescale, that is the response. If the matter cannot be addressed in that timescale, an acknowledgement should be sent of receipt of the email giving an indication of when and how more follow up will be provided. Depending on the query, that may be by email, by phone, or by arranging a meeting.
- Staff may choose to send or respond to work-related emails at a time of their own choosing, but there is no expectation that replies have to be sent outside of their reasonable working hours (including evenings, weekends and published school holidays, or on days when staff are not in school if they work part-time).
- When absent or on leave, staff are expected to activate an auto-reply message advising anyone seeking to reach them by email of how to pursue their enquiry elsewhere and/or when the member of staff will be returning to work to respond in person.

- Staff will not respond to offensive, disrespectful, or abusive emails. If a member of staff considers a communication from anybody (pupil, colleague, parent or wider stakeholder) to have fallen into this category, they are not to reply and should forward the communication to their line manager or a member of the Senior Leadership Team for advice.

- Any email or Teams channel message from a member of staff to an individual child should have another relevant colleague (or the tutor by default) cc'd as a matter of routine.

- Where relevant to support the outcomes of dialogue in the best interests of the child, staff will cc in any other relevant colleague to correspondence.

- If parental or pupil concerns have not been resolved via initial dialogue, staff are expected to seek advice from their line manager over how to continue positive and constructive dialogue in the best interests of the child.

- Staff are encouraged to acknowledge communications of thanks and recognition sent to them by parents and pupils, and to communicate their own thanks and praise similarly.

#### Telephone conversations/face-to-face meetings:

- Whether or not initial contact to or from School has been via email, please actively consider arranging in person or telephone dialogue as a preferred next step to more email.

- Staff are expected to follow up face-to-face meetings or telephone calls in which actions have been agreed, or in which information of future importance has been shared, by an email setting out those details. This is both to ensure agreed actions are taken and to reduce the prospect of future misunderstandings over them.

### A NOTE ON SOCIAL MEDIA USE:

Parents are reminded that whilst the School supports and understands the value of parent organised and owned social media channels, such as WhatsApp or Facebook groups, as a valuable way to share ideas, information, and knowledge, and to build community networks, the exchanges in these groups are expected to remain in keeping with the School values as in all other communications.

Parents wishing to express concerns about School process or activity are encouraged to share them directly with staff who may be able to help, or to consult our Complaints Policy and procedure (available on the website). Parents who are also members of staff should not be put in positions of difficulty based on the nature of exchanges on social media platforms about the School or its staff.

The School advises and educates the pupils that posts on social media cannot be assumed to be private to those within any group, and we encourage any parent to think likewise. Where there is a concern, please do use the communication channels outlined in this guidance document as the most appropriate means of seeking clarity.

### Feedback:

The guidance in this document is not prescriptive but is designed to support the most effective and empowering home-school partnership, in the best interests of the children educated at Truro School, their families, and the staff who dedicate time and expertise to their education. If you have feedback or suggestions over the effectiveness or ongoing evolution of these guidelines, please do share it with the Head of Marketing and Communications [CLL@truroschool.com](mailto:CLL@truroschool.com).



# 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

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.

**All pupils and staff belong to one of four competition houses - Smith, School, Vinter and Wickett.**

There are two house meetings each term and there are a number of competitions. Pupils can win points for their House through Inter-House academic and sporting competitions which includes the annual Top House Quiz, Chess, Sports Day, Swimming Galas and many, many more.

## HEAD OF COMPETITION HOUSES

**SCHOOL HOUSE (GREEN):**  
Mr D Meads

**SMITH HOUSE (BLUE):**  
Mr A Pomery

**VINTER HOUSE (GOLD):**  
Mr T Excell

**WICKETT HOUSE (RED):**  
Mrs S Mulready



# School Rules

The happy functioning of the school is achieved by pupils observe the following school rules. Every member of the Truro School Community is expected to treat others as they would like to be treated themselves and to work to uphold the Truro School Student Charter.

School Rules apply to pupils while at school, when travelling to and from school, when representing the school at any event, and to boarding pupils when off campus out of normal school hours. School Rules apply when on school trips. The School will take very seriously poor behaviour outside school which brings the School into disrepute or which may adversely affect the School Community.

## General Expectations

- to arrive to School, lessons and all activities on time and ready for learning, with correct equipment, dress and expected preparatory work;
- to behave respectfully at all times to all members of Truro School and the wider community, including other pupils, staff (teaching and OPS) and to look after our shared environment;
- to act in accordance with the School values, allowing all members of the community to feel safe from unkind behaviour, rudeness, bullying, harassment or discrimination;
- to engage with restorative reparative approaches and/or sanctions in an honest and reflective way when poor conduct or choices have occurred.

## Serious Offences which may result in a Level 4 or 5 behaviour consequence (Saturday detention or exclusion)

The following list of offences are examples of behaviour which may result in either a level 4 or 5 behaviour consequence. These examples are not exhaustive and the Head may decide to issue a Level 4 or 5 behaviour consequence for a lesser offence where there has been a history of previous misbehaviour or where the action or choice of the pupil has resulted in a significant breakdown of trust with the School.

- Possession or use of a prohibited item (including drugs, solvents or psychoactive substances (or substances intended to resemble them) and their paraphernalia; alcohol, tobacco, and vaping devices and their paraphernalia – whether supply, possession or use);
- Smoking or vaping, including being in the presence of those smoking or vaping;
- Physical assault / threatening behaviour to pupils or staff / fighting;
- Conduct that would endanger other pupils;
- Misconduct of a sexual nature, including sexual abuse, sexual harassment and the sharing of nudes/semi-nudes; supply and possession of pornography or indecent images of children;
- Engaging in sexual activity on school premises or on a school trip;
- Discriminatory or derogatory language (including those of protected characteristics listed in Equality Act 2010);

- Cheating in examinations / assessments or coursework;
- Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- Misconduct which brings or is likely to bring the School into disrepute;
- Making a deliberately invented or malicious allegation against a member of staff or pupil or the School;
- Persistent bullying, including cyberbullying;
- Stealing or theft;
- Vandalism and willful damage or misuse of the School's or other people's property;
- Leaving the site or breaking bounds without permission;
- Any breach of the ICT Truro School Acceptable Use Policy;
- Rudeness, foul language and deliberately malicious behaviour;
- Persistent breaches of the School Rules or other disruptive behaviour.

## Prohibited items

Pupils are forbidden to bring into school or take on a school trip any article that the member of staff reasonably suspects is likely to be used to cause injury (emotional or physical) to any member of the school community, or damage to property.

These items include (but are not limited to) drugs, solvents or psychoactive substances (or substances intended to resemble them) and their paraphernalia; alcohol, tobacco, and vaping devices and their paraphernalia; weapons, fireworks or flares, pornographic images (including those stored or accessed digitally) or stolen items. Non-nicotine vaping devices are also prohibited items.

## Health & Safety

1. Pupils must know all the regulations concerning fire evacuation and other emergencies, following instructions given by any member of staff during an emergency.
2. Pupils may not enter a sports facility, science lab or DT workroom unless permitted by a teacher.
3. Pupils must listen carefully to all instructions given by teachers and follow them.

4. All accidents must be reported to a member of staff at once, and in particular any immediate hazards they see [spillages, broken glass, damaged furniture, leaks, expended fire extinguishers etc].

5. Pupils may ride as passengers in cars driven by their parents, parents of other pupils or members of staff. However, all car travel with pupil drivers must be authorised by parents and the school.

6. No pupil is allowed to have patent medicines in his or her possession. Any special medicines are to be handed in to the Medical Centre.

7. For health and safety reasons pupils must not walk around the campus wearing headphones; this also applies to walking to and from school.

## Appearance

1. It is important that pupils look smart and observe the school policy on uniform.
2. Aim to treat your environment with respect and ensure that all litter is deposited in bins especially food waste and used tissues.

## Games Rules

1. Pupils are not allowed to participate in any sport unless they are properly dressed, according to the School Uniform list.
2. When selected for a School Team, pupils are expected to attend practices and matches.

## School Site

1. All pupils should move around the school site with respect for others, keeping to the left.
2. The following are out of bounds:
  - Trennick Lane beyond the entrance to the SBA car park.
  - The Fields beyond the 2nd team terrace
  - The 1st team terrace in the Autumn and Spring Terms.
  - The woods around Poltisco, Pentreve and the bottom terrace, and the area above the old quarry cliff below the Graham Smith block.
  - Any construction area.
3. All pupils must use the side path in front of the School from Pentreve to the Terrace and not Trennick Lane.

4. No day pupil may enter the boarding houses at any time unless permitted to do so by a member of the boarding staff

## Going off-site – Year 7-11:

- Pupils in Year 7-11 are not allowed to leave the campus during school hours. This includes break and lunch times. The only exceptions are those authorised for medical appointments (by email or phone call from parents to the School Office). In such cases pupils must always sign out at the School Office, signing back in when they return. For some Wednesday Afternoon Activities that take place offsite, pupils also sign out at the School Office before making their own way to their destination.
- Pupils taking a school minibus home after school must

remain on the school campus until their departure.

## Routine and Miscellaneous Rules

1. During the school day no pupil, either day or boarding, may enter a public house or other licensed premises nor have alcohol in his or her possession. The School is committed to upholding the laws regarding the consumption of alcohol by people under the age of 18. Boarders may not have alcohol in their possession at any time.

2. No buying or selling is allowed between pupils without the permission of the House Staff or Form Teacher concerned. The School will accept no responsibility for money borrowed or lent.

3. The chewing of gum is not permitted.

4. Pupils are urged not to bring valuable items into school, or anything but small amounts of cash. The School will accept no responsibility for personal belongings.

5. All breakages and damage to School property must be reported to the appropriate member of staff.

6. No ball games are allowed in any classroom or corridor or near buildings.

7. Public displays of affection are inappropriate on the school premises, whilst in school uniform or otherwise under the school's jurisdiction.

8. Pupils are not permitted to skateboard, ride on scooters or roller skate anywhere on the school site unless this is part of a supervised activity.

9. Members of the School may not communicate with any representative of the news media about any school matter without first consulting the Head.

## Mobile Phones and Electronic Devices

10. Mobile phones or other electronic devices (such as tablets) may not be used on site at any time except: with the permission of a teacher, in case of emergency or where special permission has been given (such as on medical grounds). This includes before, during and after the timetabled school day. Laptops may be used by Sixth Form students. Sixth Form students may use their mobile phone in designated areas.

Also see Truro School's Use of Images Policy and On-line Safety Policy

Please note, all policies are reviewed regularly and can be viewed here > <https://www.truroschool.com/parents/policies/>

# School Network and Internet Acceptable User Policy

Appropriate access is the shared responsibility of the School, the parents/guardians/carers and the pupil. Truro School will provide access to and encourage a thoughtful use of information, teaching and learning resources accessible on the Internet and will provide guidance and instruction in the appropriate use of such materials. Parents and guardians are responsible for agreements their children make and the actions they take. Students are responsible for good behaviour on the Internet.

## Acceptable User Policy

Information Communication Technology, which includes the use of the internet, VLE, email and mobile technologies is an important part of learning at Truro School. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using ICT. This policy applies to all school computers and devices along with any personal mobile and tablet devices you bring to use in school. It also applies to the use of any school accounts when learning at home.

Pupils are expected to read and accept these terms and conditions.

- I will only use the school computers for education purposes and will not download or install software on to school devices. Downloading executable files (.exe) is forbidden.
- I will only use mobile devices in class with the permission of my teacher.
- I will only log on to the school network/portal/VLE with my own user name and password. I will keep my password secure and ensure it is changed on a regular basis.
- I will not attempt to log on using another person's username and password with or without their permission and will not use another person's account.
- I will always use my school email address for school communications including contact with other students, teachers and staff and ensure that all communication is responsible and sensible.
- I will be responsible for my behaviour when using the Internet and other school resources.
- I understand that excessive bandwidth usage and/or downloading may incur speed restrictions to my mobile device.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it to a member of staff immediately.
- I will not give out any personal information such as names, phone numbers or addresses. I will not arrange to meet someone unless this is part of a school project approved by my teacher or parent/guardian.
- Images of pupils and staff will only be taken, stored and used for school purposes and in line with school policy. They will not be distributed outside the school environment without express permission.
- I will ensure that my online activity, both in school and outside school will not cause the school, staff or other pupils' distress and it will not defame, undermine, misrepresent or tarnish the reputation of the school and its users.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times and will not take information from the Internet and pass it off as my own work.
- I will not attempt to bypass the Internet filtering system or circumvent any security features of the school network.
- I understand that all my use of the Internet and other related technologies can be monitored and logged.

# Mobile Devices

Truro School is a smartphone free space for pupils during the School Day. To enforce this, we use a system called Yondr. The Yondr programme uses a simple, secure pouch that stores a phone. Pupils will be provided with their own phone pouch, a pouch that will remain School property. Only replacements for lost pouches will be billed to parents. Pupils must secure their phone in a personally named Yondr pouch in their registration period with their tutor after arriving at School. Pouches can be unlocked via magnetic unlocking stations around the school site. The unlocking stations will be available to use between 3.50pm and 8.45am the following morning.

In Art and DT, there will be occasions when staff give permission for mobile electronic devices to be used for educational purposes. Unless this permission has been given, assume mobile devices must not be used during the school day including when attending co-curricular activities including the Library from 4pm.

Laptops and tablets may be used as a pupil's normal way of working, when this has been agreed in advance by the school, for example by a pupil with specific learning needs.

Sixth Form students may use their mobile devices during the day in the Sixth Form Café or in the Sixth Form Centre. They should not be using them at other locations around the school campus unless permission has been given by a member of staff.

When permission has been given for pupils to use mobile devices, they are expected to use devices in accordance with the Network User Agreement, even when they are not accessing the school network. This includes respect for other users, not playing games, not using social media, not accessing or posting inappropriate content, not downloading large files and not bringing inappropriate material onto the school site. If, in the opinion of a member of staff, a pupil is using their mobile device in an inappropriate manner or disturbing other pupils through the use of a mobile device, permission to use the device may be withdrawn by any member of staff, even out of school hours or where permission has otherwise been granted.

For health and safety reasons pupils must not walk around the campus wearing headphones. Pupils must not take mobile devices into examination rooms even if they are

switched off. Specific guidance concerning the use of electronic devices in public exams can be obtained from the Examinations Officer. Mobile devices should not be used in, or left in, changing rooms or toilets, including outside normal school hours.

During trips and other off-site activities, mobile devices may not be used without the permission of the teacher in charge. On long journeys, it is generally acceptable for pupils to use portable media players or portable gaming devices, but pupils are encouraged to avoid carrying expensive items. Pupils should not use a camera on the school site, or on any school trip, unless they have permission from a member of staff. If permission is given from a member of staff, any photographs and videos should not be published or posted online unless specific permission has been given for this. If a pupil breaches these rules the mobile device will be confiscated. During a normal school day, the device will be passed to the School Office where it may be collected at the end of the school day. On a trip, a member of staff may confiscate a mobile device and return it either at the end of the day, or at the end of the trip. Boarding staff may confiscate a mobile device and return it at their discretion.

When a Year 7-11 Year pupil needs to contact his or her parents or guardians in an emergency during the school day, they should go to the School Office and request to make a phone call.

When parents or guardians need to contact children in an emergency during the school day, they should phone the School Office and a message will be relayed promptly. If a parent or guardian of a boarder is unable to contact a pupil in an emergency out of normal school hours, they should contact the Housemaster or Housemistress.

Truro School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices.



# Sixth Form



## Sixth Form Charter

As a member of the Sixth Form you are involved in a partnership between yourself and Truro School. In this partnership there will be expectations and responsibilities on both sides. This Charter indicates what you may expect from the School and what the School, in return, expects from you.

### The School will:

- Offer you an environment where you can reach your academic and personal potential
- Offer opportunities for you to develop leadership skills
- Offer guidance and advice in choosing your Post 16 Pathway
- Offer the best teaching within its available resources, to prepare you for Advanced Level and other examinations
- Set Target Grades based on your prior performance and assess your progress towards them
- Set and mark work on a regular basis and indicate how you may improve
- Report to you and your parents your progress, and implement strategies aimed at improving your level of performance
- Offer a programme of study that prepares you for life as a Sixth Form student and for life beyond the Sixth Form
- Help you in your application for a place in Higher Education, employment or other Post 18 Pathway.
- Offer advice and a help service after the publication of your A-Level results and other examinations.

### You are expected to:

- Support fully the ethos of the School and show leadership to the rest of the School
- Adhere to the School rules and regulations applicable to members of the Sixth Form
- Commit the necessary time and effort to your A-Level studies or other Post 18 Pathway to reach your potential
- Attend punctually all time-tabled lessons, tutor periods, assemblies and other clubs, activities and societies required of you
- Submit work on time and of an appropriate standard
- Take a full part in the life of the School and use your talents to the full, both in class and in co-curricular activities, including representing the School and House in sport, music, drama and other activities
- Enjoy yourself, respond positively to the work and develop social skills which will equip you to meet successfully the challenges of life after leaving Truro School.

## Sixth Form Driving and Parking

Sixth Form students may drive to school providing they have applied for a parking permit and agree to abide by the conditions of issue. Please note that cars must not be used during lunch time or before 12.30pm. Passengers may not be carried except with the written permission of their parents.

Failure to abide by the conditions of issue will result in parking permits being revoked, either temporarily or permanently.

## Sixth Form

All Sixth Form students must be present on site between 8.45am and 3.50pm and must attend all registration periods, lessons and other commitments.

If students arrive at school late, they must either go to their tutor group if arriving during form time, or sign in with the Sixth Form Administrator before going to lessons. It is important students do sign in if late, as the school will contact parents if a student is absent and no reason has been provided.

Year 13 can leave from 12.30pm providing they have no lessons beyond this time. Year 12 can do the same but only in the Spring and Summer term once they have successfully made the transition into Sixth Form and maintained a solid set of progress grades. Whatever the occasion, they must sign out in the Sixth Form Office if leaving school before 3.50pm.

## Academic Study in the Sixth Form

Working habits within the Sixth Form will be much more flexible than those at GCSE: students are no longer in a timetabled lesson for every period of the school day and have options as to what they do in their non-contact time. Central to success will be their organisational and time management skills and effective use should be made of the student portal to achieve this.

All subjects will provide information on the content of their courses and will provide students with an overview of how the course progresses. As such, students are in a position to read ahead and prepare for future lessons if they haven't been set specific tasks to do in their own time.

Students who fall behind in their work will be spoken to by the relevant departments in liaison with the Heads of Year. Where students fall behind in a number of their subjects, or fail to show an improvement over sufficient time, timetabled Supervised Private Study periods will be allocated, requiring students to study in the Library, as well as attending clinics.

In such instances, parents will be contacted by your form tutor, Heads of Year or your houseparent in order to discuss support strategies.



## Sixth Form Dress Code

The Sixth Form is a significant transitional phase in a student's education. Sixth Form students will become more independent in many areas of their lives which includes their organisation in how they present themselves. As such we allow a dress code which gives students the scope for self-expression within defined parameters.

The final arbiters of what is and what is not acceptable are the Head of Sixth Form, the Deputy Heads and the Head.

Sixth Form students will dress **formally, in a smart and professional manner** that would be appropriate for attending an interview. The Sixth Form set the standard for the rest of the school and for this reason variations that detract from this will not be acceptable.

### THE FOLLOWING OUTLINES WHAT IS ACCEPTABLE WITHIN THE SIXTH FORM:

Students should wear a jacket with trousers, a business dress or skirt.

Jackets must be well tailored and trousers must hold a crease. Skirts should reach just above the knee.

Students should wear a smart top/blouse or shirt and tie. Smart, tidy beards are permitted.

Jackets should be worn at all times around school, unless specific permission has been granted.

### THE FOLLOWING ARE NOT ACCEPTABLE (PLEASE NOTE THAT THIS LIST IS NOT EXHAUSTIVE):

Denim clothing of any form, riveted trousers and miniskirts.

Bare shoulders, cleavage and midriffs must not be visible.

Jumpers may not be worn as a substitute for a jacket.

Trainers, flip flops and slouch boots.

Other than earrings, any further form of visible body-piercing and tattoos are not permitted.

### Sixth Form Summer Dress

You do not need to wear a jacket or tie if Summer Dress operates. Summer Dress is only permitted if the weather is appropriate and if permission is given by the Head.

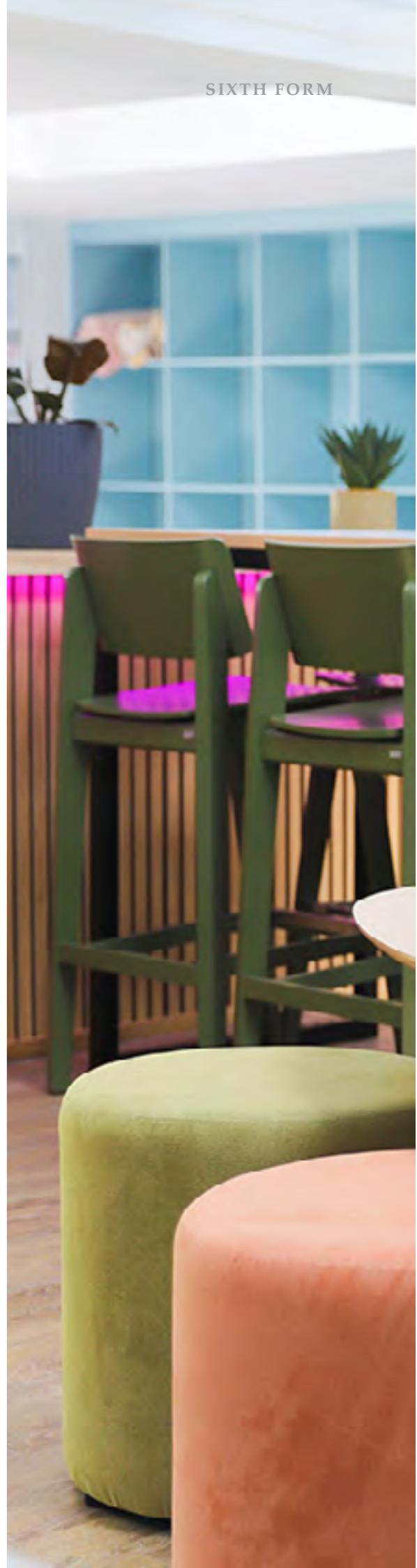
### Games Kit in the Sixth Form

P.E. and games are optional in the Sixth Form, but those taking part must wear Truro School sports kit, activity appropriate, which can be purchased from the School Uniform Shop. Please ensure all kit is clearly labelled. From time to time the Games department will offer specific squad training kits and will send these out separately.

## Sixth Form Facilities

You are welcome to use the Sixth Form common room, computer room and the Sixth Form Hub when not in lessons, registration or assembly. Music may be played in the common room before school, at break, at lunch time, and in the afternoon, provided it does not disturb the work of other students and staff within the Sixth Form centre.

Sixth Form students have their own dedicated dining area in the Heath Hall and may take their lunch from 12.30pm, provided they do not have a timetabled lesson or other school commitment. Year 13 may also take lunch in the Sixth Form Hub from 12.30pm if they have no timetabled lesson.

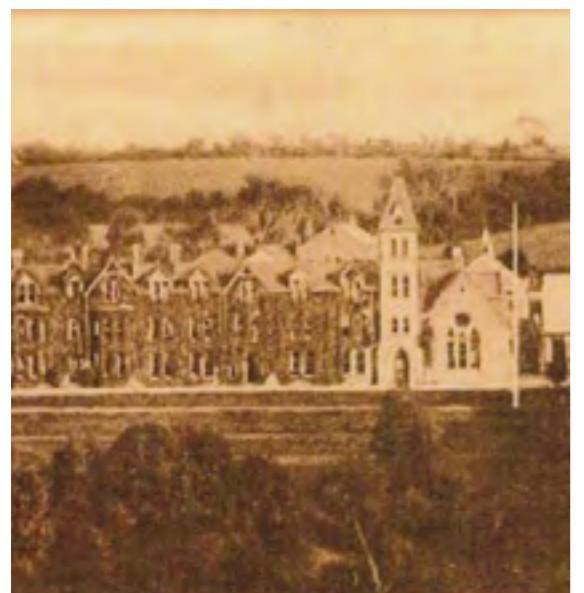




## Old Truronians

Every pupil that attends Truro School becomes an Old Truronian when leaving. Our alumni are spread far and wide across the globe and some are closer to home. No matter where they are we are extremely proud of them and remain interested in what they are doing. Our annual 'Truronian' Magazine is the official alumni magazine for former pupils and staff of Truro School.

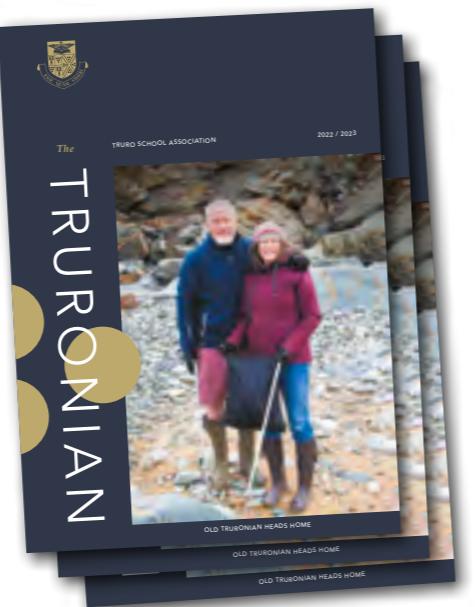
Whilst we are proud of every pupil who attends the School, there are a number of individuals who we wish to share their achievements with our wider community due to their contribution in their field or due to any significant honours bestowed upon them. Discover some of our most notable Old Truronians at <https://www.truroschool.com/oldtruronians/notable-old-truronians/>



## School Archive

Established in 1880, Truro School's historical past is a story worth telling. We're lucky to have a School Archive full of milestone moments, personal memories, and old photos depicting life at Truro School through the years.

Delve into the online School Archive by visiting <https://www.truroschool.com/oldtruronians/school-archive/>



## Truro School Connected

*A network for life...*

Truro School Connected connects Sixth Form students to Old Truronians, current and former members of the Truro School Community to assist them with careers advice, guidance, work placement opportunities and networking links.

We also run a biennial Careers Convention providing pupils and students with the opportunity to talk to professionals from a wide range of industries including engineering, medicine, accountancy, graphic design and software programming, plus many more.

Visit <https://www.truroschool.com/oldtruronians/truro-school-connected/> to find out more.



**TRURO  
SCHOOL  
CONNECTED**

*a network  
for life*

## Truro School Foundation

*Supporting life changing bursaries*

Truro School Foundation (TSF) is a registered charity (charity no. 1070969), distinct from Truro School, with an overriding mission of widening access to the School via life changing bursaries.

Philanthropy at Truro School, in line with our Methodist foundation, is rooted in a commitment to being part of our local community, including widening access and extending the transformative power of a Truro School education. Our main way of doing this is via a commitment to means-tested bursary awards for children who would flourish at Truro School from families who would otherwise be unable to access this opportunity.



**TRURO  
SCHOOL  
FOUNDATION**

If you would like to know more about how you may be able to support our ambitions for the education of children in Cornwall, please contact the Foundation team at [foundation@truroschool.com](mailto:foundation@truroschool.com).

If you would like to know more about how to access means-tested bursary awards either for your own children or others you know, please contact our team at [admissions@truroschool.com](mailto:admissions@truroschool.com). All enquiries will be welcomed and responded to with care and sensitivity.

## Did you know...?

Through Truro School Enterprises, Truro School parents can enjoy our facilities as well as the pupils...



### Sir Ben Ainslie Sports Centre (SBA)

#### Associate Membership - from £13 p/m

All parents of Truro School pupils qualify for the Associate Membership Rates at the Sir Ben Ainslie Sports Centre - which includes gym and pool access from just £13 per month or £130 annually.

Parents are also able to use the pool or courts on a pay per go basis.

[sirbenainsliesportscentre.com](http://sirbenainsliesportscentre.com)

### The Burrell Theatre

The Burrell Theatre theatre produces and showcases a diverse mix of theatre, dance, live music and film. From exciting educational children's theatre, to historical adventure, to joyful comedy, our upcoming program is sure to include something for everyone.

[burreltheatre.com](http://burreltheatre.com)



### Heseltine Gallery

The Heseltine Gallery is a beautiful exhibition and working space located in the heart of the Truro School grounds above the original Chapel. The Heseltine Gallery was built in 2011 and was named after the previous Head of Art, David Heseltine, who was instrumental in building up the schools own art collection. The Gallery attracts a wide range of local and national artists who often exhibit their work alongside the Truro School Art Collection.

[www.heseltinegallery.com](http://www.heseltinegallery.com)

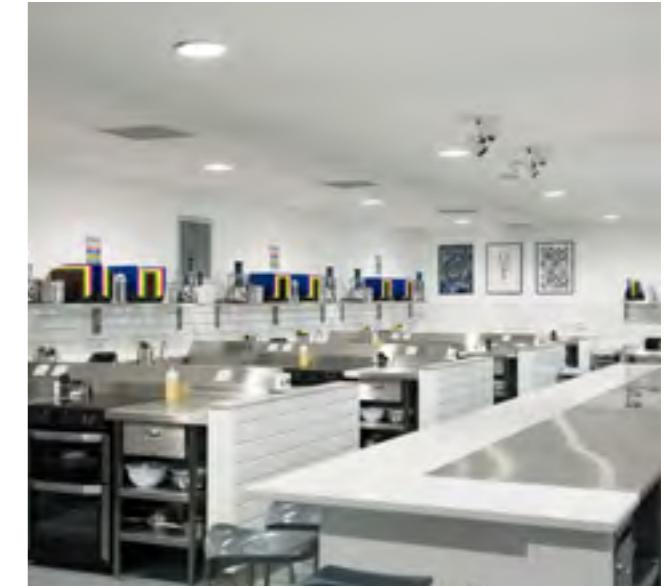


### Truro School Cookery

Truro School Cookery offers a wide range of exciting cookery courses.

Our Thursday evening classes are all about celebrating the end of the week with a friend, colleague, partner or relative.

Our Saturday classes are booked in pairs of tickets and are an opportunity to chat, cook, perfect some skills in the kitchen and meet other like-minded people. Or for an adult and a child to take part in an interactive class whilst spending some quality family time together.



### Truro School Cafe

The Café at Truro School Cookery is now open for all of your coffee and cake needs! You will find a warm welcome and an enticing menu, including delicious Coffee, Cornish tea, and a wide range of homemade bakes and goodies. From brain-boosting breakfasts to afternoon pick-me-ups we have something for everyone. We are open Monday to Friday 0800-1615 during term time. Parents are welcome to join us in the Café between 0800-1030 and 1500-1615.

[truroschoolcookery.com](http://truroschoolcookery.com)

### Truro School Events

Truro School is able to provide a captivating and tranquil setting for any event. We can offer a wide range of conference and seminar rooms, exhibition spaces, rehearsal and performance venues. These include our very own picturesque Chapel, Heseltine Gallery, Events Centre and Burrell Theatre. In addition, full board accommodation is available in our comfortable boarding houses over the Easter and Summer holidays.

Whether you are organising a residential trip or are a visiting choir or sports team, we can provide everything you need to make your stay as relaxed as possible

[truroschoolenterprises.com](http://truroschoolenterprises.com)



# 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@truroschool.com](mailto:fts@truroschool.com)

Best wishes,

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

**FTS** Friends of  
Truro School



# Transport

The school transport booking system is managed by Vectare, a company who specialise in transport software for schools.

We currently provide a service for the following areas:

- Wadebridge, Retallack and St Columb Major
- Rosudgeon, Helston, Rame and Penryn
- Newquay, Perranporth, St Agnes and Chiverton Cross
- St Erth, Hayle and Camborne

In the mornings we also operate shuttle services between Truro School and Truro School Prep and Truro School Prep to Truro School. In the afternoons, the shuttle service only runs from Truro School Prep to Truro School.

## How do we book?

On-line bookings can be made for either termly travel or ad-hoc travel depending on your requirements. Termly bookings for the new school year will go live mid-August and ad-hoc bookings will go live towards the end of August - 'go-live' dates will be advertised on our website transport page. <https://www.truroschool.com/parents/transport/> On this page you will also find a guide to setting up your account with Vectare and the link to the Vectare on-line booking system. If you are new to the school you will only be able to set up your account on the go-live dates. When you log into Vectare there is a School Bus Guide detailing all of bus stops on the routes.

## Where do I get the bus from?

School coaches pick up and drop off by the Railings. School minibuses pick up and drop off at Epworth Court.

## Where are 'The Railings'?

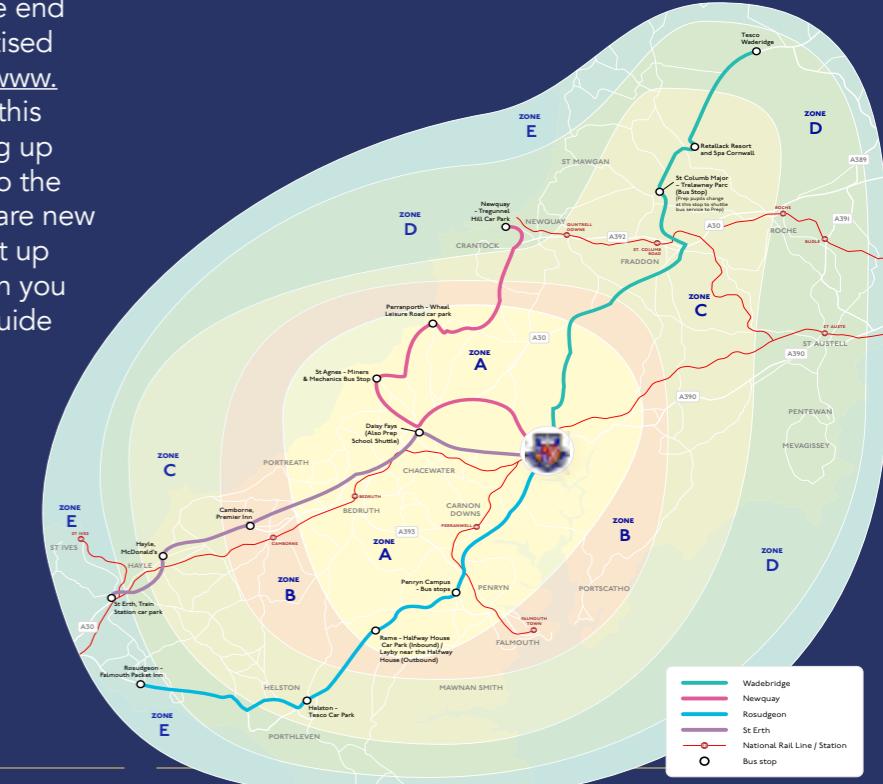
The Railings are located on St Clements Hill. A pathway leads from 'The Railings' to the side of the Music Department/Wilkes Building.

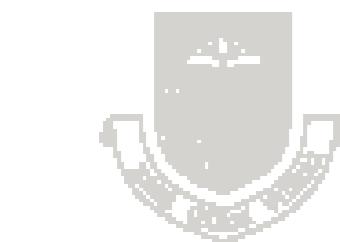
## My child is travelling to school by train. Is there a bus service?

For pupils who travel to school by train, First Bus provide a bus service to and from Truro Railway Station.

Further details on timings and how to purchase tickets can be found on the website > <https://www.truroschool.com/parents/transport/> or <https://www.firstbus.co.uk/cornwall>

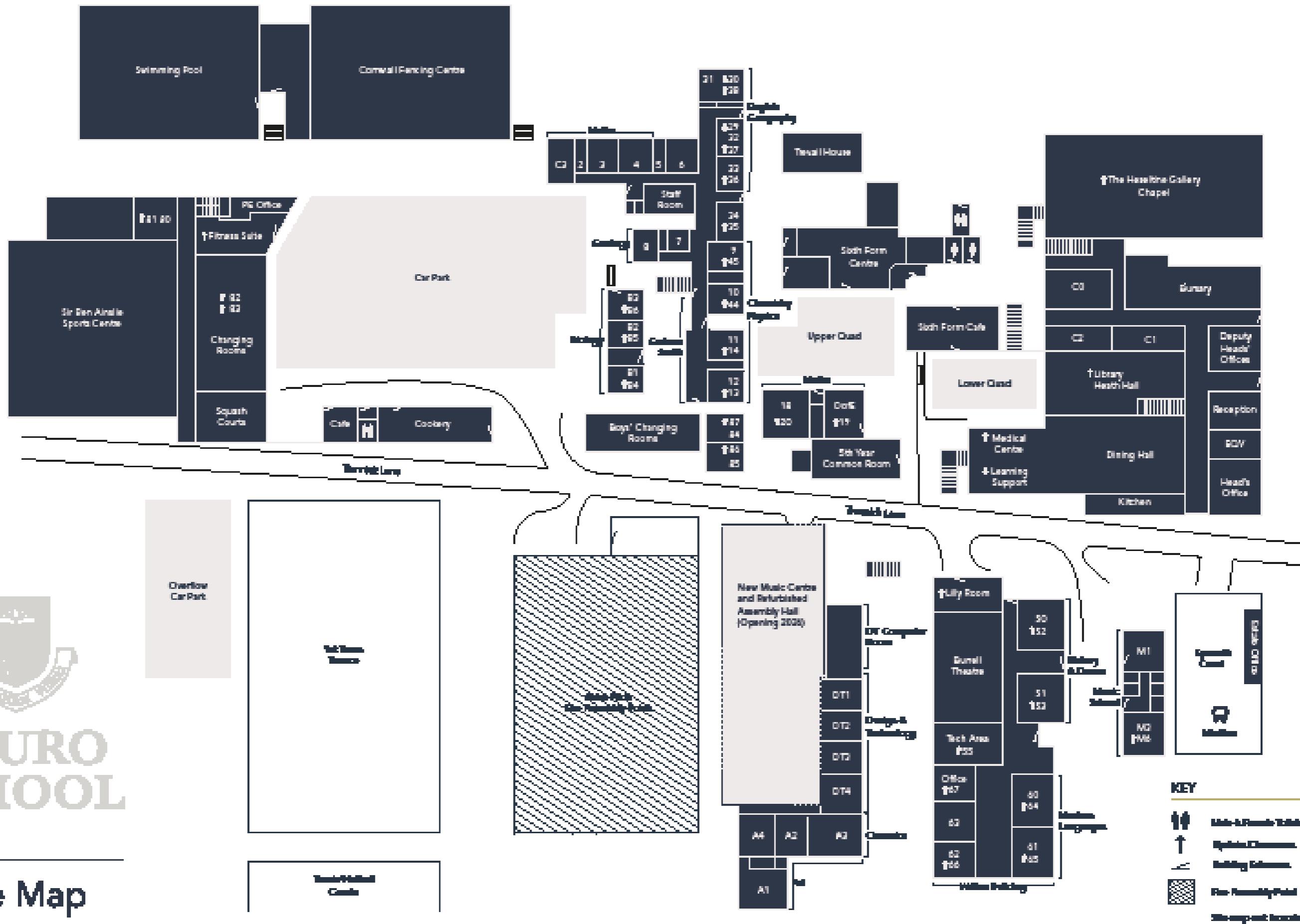
Please email [transport@truroschool.com](mailto:transport@truroschool.com) if you have any questions (please note this email is only monitored during term time). At other times, please email [enquiries@truroschool.com](mailto:enquiries@truroschool.com).





# TRURO SCHOOL

## Site Map





## Further Information

### Fees

Please note that fees are payable in advance by Direct Debit (for parents with UK bank accounts) and by bank transfer (other parents overseas) and should be paid by the first day of term. Any additional charges, including exam fees, will be added to the termly invoice.

Fees and charges can be found here <https://www.truroschool.com/admissions/fees/>

Please note that you are required to give a full term's notice of the withdrawal of a pupil or change of status (e.g. Boarding to day).

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

### Pupils' Possessions and Pocket Money

Many pupils bring valuable items with them, such as iPods and cameras, so parents are advised to take out small claims insurance to cover accidental damage or loss as these are not covered under the school insurance.

Please make sure all such items are clearly named - individuals are responsible for their care and maintenance. We cannot over-emphasise the importance of having items of clothing and all possessions clearly named. Valuable items such as musical instruments should be marked indelibly.

Mobile phones need to have a security code and should be marked with the pupil's name.

### 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 Truro School will ensure that parents of pupils and of prospective pupils who request it are provided with a copy.

<https://www.truroschool.com/parents/policies/>

### Policies

All school policies are available on our website at: <https://www.truroschool.com/parents/policies/> or alternatively copies can be obtained by contacting the school office at [enquiries@truroschool.com](mailto:enquiries@truroschool.com)



Truro School, Trennick Hill, Truro, Cornwall TR1 1TH

[truroschool.com](http://truroschool.com) | 01872 272 763