



TRURO SCHOOL PREP

Parents' Handbook (Year 3 and Year 4)

2023 - 2024



TRURO SCHOOL PREP

Whether a new or existing parent, it gives me great pleasure to extend a very warm welcome to the new academic year at Truro School Prep.

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

Rob Morse
Head

CONTENTS

	SECTION	PAGE
1	The School Day	4
2	Uniform	5
3	Clubs	8
4	School Fees	10
5	Term dates	11
6	Parking arrangements for parents	12
7	Prep (Homework)	13
8	House Points and Commendations	15
9	Pastoral Care	16
10	Reading	18
11	Routine Matters	19
12	Friends of Truro School	22
13	Prep Policies (Years 3 - 6)	23

SECTION 1: THE SCHOOL DAY

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

Playtimes are monitored by at least two members of staff.

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

Please view the website's catering pages for the menu which will rotate on a 3-week basis:

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

If you would like to order a packed tea or hot supper for your child, please contact the Reception Office by 10.30am on the day the hot meal is required.

SECTION 2: UNIFORM

TRURO SCHOOL UNIFORM SHOP

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

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

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

Email: Truro.shop@monkhouse.com

Opening Hours (appointments to be made):

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

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

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

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

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

All second-hand sales are non-returnable.



TRURO SCHOOL PREP

School Uniform 2023/24 – Years 3 and 4

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

All items must be clearly named.

School uniform for all children

Navy waterproof fleece lined school coat (preferable); otherwise, coat should be black or navy blue.

School v-neck jumper with stripe at neck

Summer term only: Closed-toe sandals may be worn

Navy School blazer with crest
Grey flannel trousers OR grey shorts
Short or long-sleeved shirt (plain white with collar)
School tie (traditional, not elasticated)
Navy socks

Shoes (black)

Navy School blazer with crest
Grey flannel pinafore dress
Short or long-sleeved reversed collar blouse

Navy socks or tights
Shoes (black/navy) – heel no higher than one inch

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

Additional items

School rucksack (Year 3: book folder for autumn term – optional)

One pair of Wellington boots

Named water bottle

Scarf - navy blue or in school colours (optional)

Navy beanie in winter (optional)

Navy cap in summer (optional)

Games / PE and swimming kit for all children

Full Truro School tracksuit: trousers and half-zip top
Truro School navy PE top with logo
Games socks in school colours
One pair of trainers for outdoors
One pair of football boots (moulded rubber studs or kite marked aluminium removable studs)
One pair of non-marking trainers for indoors
One pair of plain white ankle sports socks
One school games bag

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

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

Games/PE Kit:

Reversible games shirt in school colours with logo Truro School navy games shorts with logo	PE top listed above Truro School navy skort with logo
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Swimming Kit:

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

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

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

SECTION 3: CLUBS

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

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

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

SUPPER CLUB: starts at 5.30pm and continues until 6.15pm. There is a supervision charge of £6 made for all children who attend for any part of this time.

Parents may opt for their child to have a small, hot or cold supper at this time (at no extra charge), but this must be ordered before 10.30am on the day by emailing prepoffice@truroschoo.com or by telephone: 01872 272616.

At 5.30pm, all pupils still at either the Homework Club or Pre-Prep Wraparound Care will be brought across to Treliske House (T3 – cookery room) to join the Supper Club, from where they should be collected.

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

PREP ACTIVITY CLUBS

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

- **Lunchtime Clubs:** children may choose to attend a club if they wish. For some activities such as Choir or the Leonardo Art Club, a level of regular commitment is required.
- **After School Clubs:** the pupils simply inform their form teacher at morning registration on the day of the club which club they would like to attend.
- Children should not change their choice once registered unless under exceptional circumstances, e.g. injury prior to a sports activity.
- **Weekly sign up / termly sign up clubs** – lists are held in the Reception Office for your child to sign up for each Monday or if termly, at the start of term.
For half term sign ups- please sign up in the Reception Office at the start of each half term.
- **Charged clubs** – these clubs are run on a 'first come, first served' basis. Please contact the Reception Office to note your interest. See below for current charges:

- Bushcraft	£55 per term
- Fencing	£55 per term
- Judo	£55 per term
- Monday Cricket Coaching	£30 per term – advised to book breakfast

- **Private Tuition – Lamda.** The teacher will bill parents directly. Please enquire at the Reception Office for further details
- **Invitational Clubs** – e.g. choir, selected swimming or Leonardo Club; your child will be invited by the teacher to join the club.

Truro School Prep - Lunchtime & After School Clubs - Autumn Term 2023



		Before School & Lunchtime <i>Lunchtime clubs run from 1.30-2.00pm, unless otherwise stated</i>	After School <i>Finish at 5.00pm unless otherwise stated</i>
Monday	BEFORE SCHOOL	Year 3 & 4 Swim training AJ 7.00-8.00am (Prep pool) <u>termly sign-up-max 16</u> **Cricket Coaching SH 7.30-8.15am (sports hall)	Y3 & 4 Art club SHM Y3-6 Shakespeare performance club AG (ASH) Y5 & 6 Tennis SL /changing to Cross country after half term Grow, Cook, Eat JW (T1 & garden) weekly sign up-max 10 Y5-6 Rugby JLO Y3 & 4 Football DG/JF ** Y5-6 Bushcraft RH <u>termly sign-up - max 12</u>
	LUNCHTIME	Match Play Netball LEE 1.00-1.30pm	** LAMDA CR (G5) Homework Club (IT suite) until 5:30pm
Tuesday	BEFORE SCHOOL	Y5 & 6 Squad Swim training JR 7.00-8.00am (SBA pool) <u>by invitation</u>	Y3 & 4 Junior Netball LEE Y3-6 String Orchestra 4:00– 5:00pm (MR) Y5 & 6 Chess JM (G4) Y3-6 Cricket with Cornish Cricket Company– soft ball (sports hall & outside) 4:00– 5:30pm ** Y3 Midi Fencing 3.50-4.35pm (sports hall) To start on 4th October
	LUNCHTIME	Y5 & 6 Choir AR Improvers Swim training JR AJ (Prep pool) <u>by invitation</u> Y6 Leonardo Club JA	** Advanced Sabre Fencing 4.35-5.30pm (sports hall) To start on 4th October ** LAMDA CR (G5) Homework Club (IT suite) until 5:30pm
Wednesday	BEFORE SCHOOL	Y5 & 6 Swim training AJ 7.00-8.00am (Prep pool)	Y3 & 4 Rugby AW Y3 & 4 Multisports SS Y5 & 6 Art Club JA Y4 & 5 Puzzle Club MI Y5 & 6 Netball LEE
	LUNCHTIME	Y3 & 4 Hockey JF (sports hall) Y3 & 4 Lego LL (G1) 3-6 Brass Club AP (MR)	**Sabre Fencing 4.00-5.00pm (assembly hall) To start on 5th October **LAMDA CR (G5) Homework Club (IT suite) until 5:30pm
Thursday	BEFORE SCHOOL		Y3 & 4 Chess JM (G4) Y4 & 5 Creative Writing Club SC (G2) Y3,4 & 5 Swimming AJ (prep pool)
	LUNCHTIME	Y3 & 4 Origami LL (G1) Y5&6 Badminton (sports hall) SL Samba (music room) Y3-6 Shakespeare performance club AG (ASH)	Y5 & 6 Football DG/SS Y3 & 4 Tennis SL / Cross country after October Half term **Y3-6 Ballet with Cornwall Dance School (CDS) 3:40– 4:30 (ASH) **Y3-6 Contemporary Modern Jazz with CDS 4:30– 5:30 (ASH) Homework Club (IT suite) until 5:30pm
Friday	BEFORE SCHOOL		**Judo RP (assembly hall) <u>termly sign up</u> 4.00– 5.30pm Hockey JF (parents to transport to Truro School Astro-pitch)
	LUNCHTIME	Y6 Basketball JF (sports hall) Y5&6 Language detectives KP	Y3-6 Cricket with Cornish Cricket Company– soft ball (sports hall & outside) 4:00– 5:30pm Homework Club (IT suite) until 5:30pm

**** Charges apply for Ballet, Bushcraft, Dance, Fencing, Judo, Monday Cricket coaching and Lamda. There are also number limits for the paid for clubs as well as Grow Cook Eat . All other clubs are sign up on the day at morning registration**

SECTION 4: SCHOOL FEES

FEES FOR 2023 / 2024



FEES AND CHARGES

The fees and charges set out below will be applied from
September 2023

For the Academic Year	2023/2024
FEES PER TERM	£
Senior	
1 st – Upper Sixth Form (including lunch)	5,585
Full boarder (excludes half term & holidays)	11,099
International Boarding Fee	12,275
Weekly boarder (Monday – Friday)	9,535
Flexi boarding (per night)	75
Day boarding	35
Prep	
Years 5 & 6 (including lunch)	5,130
Years 3 & 4 (including lunch)	4,940
Pre-Prep	
Years 1 & 2 (including lunch)	3,655
Nursery & Reception (without EYF)	3,480
4 full days (Nursery only without EYF)	2,784
3 full days (Nursery only without EYF)	2,088
2 full days (Nursery only without EYF)	1,392
1 full day (Nursery only without EYF)	696
Nursery full day with Early Years Funding (per day)	47.31
Nursery afternoon with Early Years Funding	Free
All	
Registration fee (not refundable)	100
Guarantee fee (refundable on final bill)	500

Fees are due in accordance with the School's Terms and Conditions which can be found on the School's website www.truroschoo.com

An International Boarding Supplement will be allocated to the standard Day Fee or Weekly Boarding Fee if applicable at a rate of £935 per term.

SECTION 5: TERM DATES

TERM DATES FOR ACADEMIC YEAR 2023 – 2024

Autumn Term 2023

Staff INSET

Monday

4 September

Tuesday

5 September

Begins

Wednesday

6 September

Half Term (2 weeks)

Monday

23 October

Return

Monday

6 November

End of Term

Thursday

14 December

Spring Term 2024

Begins

Thursday

4 January

Half Term (1 week)

Monday

12 February

Return

Monday

19 February

Ends

Thursday

28 March

Summer Term 2024

Staff INSET

Monday

15 April

Tuesday

16 April

Begins

Wednesday

17 April

Half Term (1 week)

Monday

27 May

Return

Monday

3 June

Ends

Friday

5 July

TERM DATES FOR ACADEMIC YEAR 2024 – 2025

Autumn Term 2024

Staff INSET

Tuesday

3 September

Wednesday

4 September

Begins

Thursday

5 September

Half Term (2 weeks)

Monday

21 October

Return

Monday

4 November

End of Term

Wednesday

18 December

Spring Term 2025

Staff INSET

Monday

6 January

Tuesday

7 January

Begins

Wednesday

8 January

Half Term (1 week)

Monday

17 February

Return

Monday

24 February

Ends

Friday

4 April

Summer Term 2025

Staff INSET

Tuesday

22 April

Begins

Wednesday

23 April

Half Term (1 week)

Monday

26 May

Return

Monday

2 June

Ends

Friday

4 July

SECTION 6: PARKING ARRANGEMENTS FOR PARENTS

TRAFFIC FLOW AND PARKING

Access to and parking within the school is limited and can become congested.

At the beginning and end of the school day a one-way system operates, whereby parents dropping off or collecting their children enter via the main gate from the A390 (Tresawls Road) and exit via the back lane on to Treliske Lane.

In the morning a 'drop and go' system operates. Pre-Prep children are dropped off in front of Treliske House and should approach school down the right side of the drive. Prep School children are dropped off by the swimming pool and should approach school down the left side of the drive.

Please note there is a 15mph speed limit within the school grounds.

In the afternoon, pupils can be collected from 3:20pm. Parents may park on the drive, in front of Treliske House, by the roundabout and behind the sports hall. Please do not park in the staff car park by the assembly hall.

For the system to flow, parents should aim to remain parked for the minimum time required to drop off or collect their children, so that their spaces can be vacated for others to use.

Between 8.40am and 3.10pm the wooden gate is shut to prevent access to the school roundabout from both the main drive and back lane; allowing the children to play safely in this area. If you pick your child up between these times, please return up the main drive which becomes a two-way system and remember that there is no right turn out of the school entrance.

Please turn off your engine when waiting to enter school and/or when parked.

Please do not park where there are double yellow lines.

Please park in the marked bays only.

Please do not double park.

SECTION 7: PREP (HOMEWORK)

Homework

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

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

Parental Support

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

A homework diary is provided for each child. Children are encouraged to take responsibility for recording the requirements of the homework for that evening, and it is the parents' responsibility to check that homework has been completed by signing the diary. A brief comment about how the child tackled the task would be helpful, particularly if there was any significant difficulty. Please do not correct or mark your child's work. However, if you are not satisfied with the standard of work achieved, please note this in the diary.

Parents should use their discretion if they think a particular homework activity is taking too long and stop their child accordingly, with a note of explanation stating the time already spent on the work and some indication of the difficulties experienced. The diary is checked each morning by the form teacher, immediate feedback given to the subject teacher and a note may be written in reply.

Parents can also help by:

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

Homework Club

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

Each day pupils should write down the work they are to complete. Tasks will also be recorded on the school's digital portal system – Everest. Children will be provided with their individual log-in details.

The following are our recommended timings for homework:

Year	Written Work	Reading	Tables/Spellings
3	15 minutes (2 English, 2 maths, 1 science per week)	10 minutes	5 minutes
4	20 minutes (2 English, 2 maths, 1 science per week)	10 minutes	5 minutes

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

SECTION 8: HOUSE POINTS & COMMENDATIONS

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

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

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

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

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

SECTION 9: PASTORAL CARE

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

Therefore, we aim to:

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

SPIRITUAL MISSION STATEMENT

Truro Prep is proud of its Methodist foundation and ethos.

We aim to:

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

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

RIGHTS AND RESPONSIBILITIES

Pupils' Rights:

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

Pupils' Responsibilities:

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

Please find below the link to the Behaviour Policy:

<https://www.truroschoo.com/wp-content/uploads/2023/09/Behaviour-rewards-and-sanctions-.pdf>

Code of Conduct

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

SECTION 10: READING

Reading

Reading is essential to learning and in developing social, communication, research, critical thinking and problem-solving skills. In Years 3 and 4:

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

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

Parental Support

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

- By encouraging reading.
- By providing valuable additional time to practise reading skills.
- By encouraging use of the reading records.
- By providing feedback on progress in the reading record.

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

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

SECTION 11: ROUTINE MATTERS

ABSENCE FROM SCHOOL:

If your son or daughter is absent due to illness, please call the Reception Office immediately on 01872 272616 to let us know by 9am on the first day, at the latest. **On return** to school, please send a letter or an email with your child to the class teacher, giving a brief explanation for your child's absence to place on file for our records.

Permission for absence can only be given under exceptional circumstances (such as for medical appointments) and with at least 24 hours notice.

All requests for absence must be made to the Head. School holidays are very generous and requests for absence during term time can only be granted in very special circumstances; requests for absence for holidays will not be authorised. Please check the term dates carefully before booking flights or making travel arrangements.

GUARDIANS:

If as parents you are away from home during term time, please let the school know well in advance where you can be contacted and who is caring for your child during your absence with all the appropriate contact numbers.

CHANGE OF ADDRESS AND EMERGENCY CONTACT NUMBERS:

We only find out that these are wrong when we need them. **PLEASE** let us know immediately if contact numbers change or your address changes.

It is a very good idea to write your contact details in the back of your child's homework diary.

SECOND-HAND CLOTHING:

For further information, please contact our Shop Manager on 01872 271461.

ITEMS OF VALUE:

Please discourage your child from bringing money or any items other than those required into school. On the rare occasions when pupils are asked to bring money into school, please ensure that they have a named purse to put it in.

GAMES:

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

Team Selection:

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

Fixtures

Pupils must wear their tracksuit bottoms for all away matches and off-site sporting activities. Pupils should change in the sports hall at morning break if there is a music practice at lunchtime on the same day as a fixture. Uniform and blazers must be worn for match teas at other schools. No electrical equipment or additional food is permitted for sports fixtures.

All match information will be published on the sports notice board in the Millennium Building. Staff will provide the school office with a copy of all home and away lists / match information. Pick up timings will include time required for match teas. All pupils are expected to stay for match teas. Pupils must change back into uniform before they are allowed to go home, except after fixtures or after school sport clubs where they may, at the discretion of the teacher, go home in their full tracksuit. If attending Homework Club, the pupils need to change into school uniform.

INDIVIDUAL INSTRUMENTAL MUSIC LESSONS:

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



INDIVIDUAL INSTRUMENTAL TUITION REGULATIONS

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

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

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

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

NAME OF PUPIL: FORM:

INSTRUMENT Individual /shared lessons (please delete as applicable)

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

SIGNATURE OF PARENT/GUARDIAN:

ADDRESS:

Telephone Number: Date:

SECTION 12: FRIENDS OF TRURO SCHOOL



The purpose of the Society is to bring together parents and staff at the schools. It is run by a committee comprising of parent representatives, the Heads, school staff, a Governor and a member of the Former Pupils Association.

With children at Truro School and Truro Prep School parents are automatically members of the Society.

The Society runs a variety of fund-raising social events throughout the year, commencing with a New Parents and Pupils Day in September. Details of forthcoming events will appear in the 'Friday Bulletin' and 'The Friends' area of the website.

There is a coffee shop run by parents on a Friday morning in the Dining Hall open to all parents at drop-off times, 8.30am – 9.00am.

Twice termly the Head and the KS1 Coordinator will be available at this coffee morning for an informal discussion.

SECTION 13: PREP POLICIES (Years 3-6)

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

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

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