



# TRURO SCHOOL PREP

## Pre-Prep Handbook

2023-2024



# TRURO SCHOOL

## PREP

We are delighted that you have chosen to join us in the Pre-Prep department at Truro School Prep. Our welcoming, vibrant and nurturing setting provides an ideal environment for your child to start upon what we hope will be a life-long love of learning. Care and attention are given to every child, ensuring that their needs are met, so that they can become confident and independent individuals who relate well to their peers and to others.

From the very start in Nursery, we encourage children to question, explore and to learn about themselves, others and the world about them. Our highly skilled and dedicated teaching staff ensure that whilst there is a strong focus on establishing firm foundations in literacy and numeracy we also offer a rich and broad-based curriculum, which ensures that all children have the opportunity to flourish. Our children also benefit from specialist teaching for PE, music, swimming and Spanish.

There are four year groups in the Pre-Prep Department:

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

At Truro School Pre-Prep, we firmly believe that a happy child is a child who will learn. We encourage you all to share in your child's learning and be a part of our wonderful school community, through daily contact with class teachers, open assemblies and our many special events.

We look forward to a long and happy partnership with both yourselves and your child.

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

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# SECTION 1: Starting Nursery

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

We will send you an entry profile and a medical information sheet in your offer pack to complete and return to school prior to your child starting in the Nursery so that we have as much information as possible about how best to settle your child. If your child has any specific medical needs or dietary requirements we can also arrange for you to discuss these with our EYFS Coordinator or Key Stage 1 Coordinator, our school first aider or our Prep Support Services Manager to ensure that we fully provide for their needs.

You will also be given information concerning uniform requirements, timetabling of the Nursery day, sample menus and choice of activities and days your child will be attending. We hope that our Pre-Prep handbook will inform you further about our curriculum, key policies and daily routines.

We are very proud of our 'open door' policy and assure you that staff are always on hand to discuss any queries or concerns you may have. We make full use of Tapestry online journal to share any additional information day to day with you and to also enable you to share regularly with school.

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

Once your child is settled into the Nursery you will be invited to attend a short meeting with the class teacher to discuss the progress that they are making and to consider their next steps together. Thereafter, there will be regular opportunities to meet together to discuss the progress that your child is making and to also share your child's learning journey together.

Joining the Pre-Prep at other points:

Every effort is made to help your child quickly settle into our busy and happy department. Your child will be offered a taster session, where they can experience the structure of our school day themselves and we ensure that our pupils give a very warm welcome to them, offering genuine friendship and support. We have a parent representative for each class who will make themselves known to you and introduce you to other parents. They can also help answer any queries you may have.

## SECTION 2: PRE-PREP SCHOOL DAY

Time	Lesson
7.45am 8:15am	Breakfast Club – supervision is free School Opens - Pupils may be dropped off at the wooden shelter; if you arrive earlier, please take your child to the Breakfast Club located in the dining room in Treliske House.
8:45am	School Starts - Registration
9:00am	Lesson 1
10:25am	Break (snack available for pupils)
10:45am	Lesson 2
12:00pm	
	Lunch break
1:10pm- 1:30pm	Assembly
1:30pm	Lesson 3
2:15pm	Lesson 4
3:30pm	End of school (EYFS pupils may be collected from 3.20pm onwards)
3:45pm– 5.30pm	After School Wraparound Care
5.30pm - 6.15pm	Supper Club. There is a supervision charge of £6 made for all children who attend for any part of this time

At the end of the school day pupils to be collected from the outside door to their classrooms.

### Playtimes

Playtimes are monitored by at least three members of staff.

### Essential items

All pupils will need a pair of Wellington boots, a plain navy blue waterproof and a named water bottle. They will also need a school beanie in the winter months and a school cap during the summer months.

Please ensure that all items are clearly named. For coats and jumpers, please ensure a label is attached to the neck or collar.

**School lunches** are compulsory. Pupils have a choice of a traditional hot meal or a jacket potato and a selection from the salad bar. For pudding: yoghurt, fresh fruit and a hot pudding which is served every day using our self-service system.

We can cater for specific dietary needs. Our catering staff are trained to cater for pupils with allergies and religious dietary needs, including vegetarian, vegan, gluten free, dairy free and egg free.

### Breakfast Club

Breakfast Club is available for pupils in the dining hall from 7.45am. **Supervision by Pre-Prep staff is free.** There is a small charge ranging from £0.70 for a hot breakfast to £1 for cereal. If children require food this must be ordered at the servery by 8.00. For those who are not eating, there will be simple games and activities. At 8.15 pupils will be escorted into the Pre-Prep building by members of staff.

**Clubs and Wraparound Care in the Pre-Prep.**

In the Pre-Prep we offer a range of clubs for children from Reception to Year 2. When a club is led by a teacher or a member of the Pre-Prep Staff there is no charge. However, if the club is run by an external agency, such as cricket, dance or fencing, there is an additional charge which will be added to your bill at the end of the term.

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

Wraparound until times below.					
	Up to 16.00	Up to 16.30	Up to 17.00	Up to 17.30	Supper Club (up to 18.15)
Entry Time					
15.45	£1	£4	£6	£8	An Additional £6.
16.00		£2	£4	£6	
16.30			£2	£4	

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

To book wraparound care please refer to: <https://forms.office.com/e/VZUiYbg1Ff> for a link to a form and QR code for the booking form. For an emergency request on the day of booking, please contact the office on **01872 272616** or [prepoffice@truroschoo.com](mailto:prepoffice@truroschoo.com)

The link will be active until Monday Morning at 08:00 (for the following week). After this time the list for the week will be closed and refreshed for the following week. Of course, we understand that real life necessitates change (and traffic!) and to allow for parents who are running late, we will continue to provide a 15-minute buffer in which the children remain in their classroom (15.30-15.45), supervised by the year group staff team. When children are attending clubs there will be a 10-minute buffer between when the club finishes and when they will enter wraparound care.

**Supper Club**

If your child requires Wraparound Care after 17.30 they will need to be registered for Supper Club by completing the section on the online Microsoft Forms in advance or, in the event of short notice, by phoning the **Prep school reception on: 01872 272616** on the day it is required and requesting the meal they would like. All current menus are on the school web site. Supper Club is held in the Prep School and supervised by a member of the Senior Leadership Team until 18.15.

# SECTION 3: HOMEWORK

## **Pre-Prep Homework**

In the Pre-Prep we believe that homework should be set regularly in order to provide reinforcement of work covered in class. It is our aim that homework tasks reflect our exciting and vibrant day.

The setting of homework helps teach our children how to structure and organise their learning, which helps provide good working habits that will make for successful transition into Prep.

Homework also helps enhance our home-school partnership and encourages parents to actively engage in their child's learning. We really value parent comments and feedback and the home school book provides an excellent channel of communication between home and school.

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

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

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

### **Early Years:**

Children in Reception follow the 'Read Write Inc' phonics programme and occasional homework is set to consolidate letter formation and recognition. Once your child is confident enough within this reading scheme they will be bringing a reading book home to share with you. Topic related challenges or fun practical activities may also be sent home for parents to work on together with their child.

### **Years 1 and Year 2:**

In addition to reading with an adult a list of common words to spell will be sent home from time to time which are linked to the classes reading. There may be a weekly maths or topic activity to consolidate the learning objective covered that week.

Children with SEND may also be set additional tasks.

To ensure progression and continuity, our reading records are passed on to the following class teacher.

A reading bag can be bought from the school uniform shop. It is also intended to be used as a 'general school bag'.

# How to Help

## Year 1 & Year 2

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

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

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

### **Reading** – How can you help?

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

### **Spelling** – How can you help?

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

One way that helps support spelling is:

**Read** – the word

**Cover** – the previous attempts up

**Write** – in the next available column

**Check** – to see if it's correct

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

### **Notes**

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



## SECTION 4: Reporting to Parents

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

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

### Reporting to Parents with children in the Nursery

- During the first half term the Nursery teacher will carry out an entry check on your child, focusing on the 3 Prime Areas, which will then be shared with yourselves.
- We encourage you to contribute to your child's progress record on Tapestry.
- In the summer term the Nursery teacher will write a full written report and you will be encouraged to respond in writing. There will also be reports from specialist teachers such as PE and swimming.

### Reporting to Parents with children in Reception

- As parents you are encouraged to celebrate with the Reception Staff 'WOW Achievements' for your child, which have happened at home. These are then celebrated in the class.
- In the autumn term you will receive a written report with comments on Personal, Social and Emotional development, maths and literacy.
- In the summer term comments from specialist teachers will be added to the school report.
- In the summer term you will receive a school report commenting on all areas of learning including the three characteristics of effective learning: playing and exploring, active learning and creating and thinking critically. In the summer term data will be returned to Cornwall County Council about the progress made by all the children in EYFS.
- In the summer term you will be invited to attend a swimming celebration to see the progress your child has made during the year.
- Should your child require additional intervention or support, you will be involved as partners in strategies to benefit your child, including the implementation of an Individual Education Plan.

## **Reporting to Parents with children in Key Stage 1**

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

# SECTION 5: MAKING GOOD CHOICES AND POSITIVE BEHAVIOUR



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SCHOOL  
NURSERY

## GOLDEN RULES



WE ARE  
GENTLE



WE ARE  
KIND AND  
HELPFUL



WE  
LISTEN



WE ARE  
HONEST



WE WORK  
HARD



WE LOOK  
AFTER EACH  
OTHER & OUR  
SCHOOL



To Be and Not to Seem to Be



# REWARDS & CONSEQUENCES

## To Be and Not to Seem to Be

### TEAMWORK MAKES THE DREAMWORK

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



### I CAN AND I WILL

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

### IT'S OKAY TO ASK FOR HELP

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



### WILL YOU GO LEFT OR RIGHT?

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

### ACTIONS HAVE CONSEQUENCES

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



Please find below the link to the Behaviour Policy:

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

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

Full school uniform must be worn to and from school and pupils must have the correct PE and Games kit. (See uniform list in Section 13).

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

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

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

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

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

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

## SECTION 6: ROUTINE MATTERS

### **ABSENCE FROM SCHOOL:**

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

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 for school into school. On the rare occasions when pupils are asked to bring money into school, please ensure that he or she has a named purse to put it in.

### **Sun Protection**

We want our pupils to enjoy their time outside safely without the risk of the harmful effects of the sun. We ask that in the summer term all children wear a named school cap when outside.

Where possible, please apply sunscreen to your child before they come to school and send a named tube or bottle of sunscreen to be kept in school, should it be needed (please see Section 15 for further information about our sun safety policy).

### **Care of Sick Children**

The health and welfare of all our pupils is of prime importance to us and we ask you all to adhere carefully to our policy (please see Page 31 on administering medicines and caring for sick children).

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

# SECTION 7: TRURO SCHOOL UNIFORM SHOP & UNIFORM LISTS

## TRURO SCHOOL UNIFORM SHOP

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

- Order online at <https://www.monkhouse.com/c/4499/Truro-School>  
Your items will be parcelled and sent to you at home.
- Order online at <https://www.monkhouse.com/c/4499/Truro-School>  
for click and collect. Your items will be parcelled and sent to the School Uniform shop for you or your child to collect.

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

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

There are short and longer appointments during the summer holidays, for those wishing to purchase the full school uniform/games kit. The contact telephone number for the uniform shop is: 01872 271461.

For opening hours please refer to the school's website:

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

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

The School Uniform Shop sells second-hand uniforms. Upon opening, any garments deemed unsellable will need to be collected. Please do not send any white school shirts, socks, base layers or swim wear. All items must be thoroughly washed and ironed prior to being brought to the store.

All second-hand sales are non-returnable.



**TRURO  
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PREP**

## School Uniform 2023/24 – Pre-Prep

**Please choose one winter and one summer option for your child from the four uniform choices listed below**

**All items must be clearly named**

**Ties are only to be worn in Years 1 & 2**

**Nursery children only require PE kit in the summer term**

### 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

School Book Bag

1 pair of Wellington boots

**\*Please do not mix uniform from both columns**

Autumn/Spring Term	Autumn/Spring Term
Grey flannel trousers Short or long-sleeved shirt (plain white with collar – Years 1 & 2 only)  Elasticated School Tie (Years 1 & 2 only) White polo shirt with collar (Early Years only) Navy socks Shoes (Black) School Beanie Hat	Grey flannel pinafore dress Short or long-sleeved reversed collar blouse (Years 1 & 2 only) White polo shirt with collar (Early Years only) Navy socks or tights  Shoes (Black/Navy) School Beanie Hat
Summer Term	Autumn/Spring/Summer Term
Grey shorts Short or long sleeved shirt (plain white with collar - Years 1 & 2 only) White polo shirt with collar (Early Years only) Elasticated school tie (Years 1 & 2 only) Navy socks Closed-toe sandals (black/navy) Shoes (black/navy) School cap	Light blue/white striped dress with short white socks Closed-toe sandals (black/navy) Shoes (black/navy) School cap
Games/PE Kit:	Swimming Kit:
Plain white shorts Plain white polo (in addition to school uniform) Plain white socks 1 pair of PE shoes/trainers Navy-blue School PE Bag	Plain navy-blue trunks (fitted short style) – Boys Plain navy-blue costume - Girls School swimming hat 1 pair of named goggles 1 Bath towel Maroon school swimming bag



## SECTION 8: 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 School Prep 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.

## **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.

# 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
<b>FEES PER TERM</b>	<b>£</b>
<b>Senior</b>	
1 <sup>st</sup> – 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
<b>Prep</b>	
Years 5 & 6 (including lunch)	5,130
Years 3 & 4 (including lunch)	4,940
<b>Pre-Prep</b>	
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 ( <b>per day</b> )	47.31
Nursery afternoon with Early Years Funding	Free
<b>All</b>	
Registration fee (not refundable)	100
Guarantee fee (refundable on final bill)	500

Fees are due in accordance with the School's Terms and Conditions which can be found on the School's website [www.truroschoo.com](http://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 11: TERM DATES

## TERM DATES FOR ACADEMIC YEAR 2023 – 2024

### Autumn Term 2023

*Staff INSET*

#### **Begins**

*Half Term (2 weeks)*

Return

End of Term

*Monday*

*Tuesday*

**Wednesday**

Monday

Monday

Thursday

*4 September*

*5 September*

**6 September**

23 October

6 November

14 December

### Spring Term 2024

#### **Begins**

*Half Term (1 week)*

Return

Ends

**Thursday**

Monday

Monday

Thursday

**4 January**

12 February

19 February

28 March

### Summer Term 2024

*Staff INSET*

#### **Begins**

*Half Term (1 week)*

Return

Ends

*Monday*

*Tuesday*

**Wednesday**

Monday

Monday

Friday

*15 April*

*16 April*

**17 April**

27 May

3 June

5 July

## TERM DATES FOR ACADEMIC YEAR 2024 – 2025

### Autumn Term 2024

*Staff INSET*

#### **Begins**

*Half Term (2 weeks)*

Return

End of Term

*Tuesday*

*Wednesday*

**Thursday**

Monday

Monday

Wednesday

*3 September*

*4 September*

**5 September**

21 October

4 November

18 December

### Spring Term 2025

*Staff INSET*

#### **Begins**

*Half Term (1 week)*

Return

Ends

*Monday*

*Tuesday*

**Wednesday**

Monday

Monday

Friday

*6 January*

*7 January*

**8 January**

17 February

24 February

4 April

### Summer Term 2025

*Staff INSET*

#### **Begins**

*Half Term (1 week)*

Return

Ends

*Tuesday*

**Wednesday**

Monday

Monday

Friday

*22 April*

**23 April**

26 May

2 June

4 July

## SECTION 12: PRE-PREP POLICIES

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

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

- Anti-Bullying
- Administering Medicines and Care of Sick Children
- Sun Protection Policy
- Complaints Procedure
- Pupil collection from the Pre-Prep
- Arrangements for the Supervision of EYFS
- Truro School Attendance Policy
- EYFS Policy
- Policy for the use of mobile phones by staff
- Child Protection and Safeguarding
- PSHEE Policy
- Behaviour Policy
- First Aid Policy
- Complaints Procedure
- Anti-Racism Policy
- Online Safety Policy
- EAL Policy
- SEND Policy
- Relationship and Health Education
- Fire Risk Assessment and Procedures
- Health and Safety
- Use of Images Policy