



**TRURO  
SCHOOL**

# PUPIL AND PARENT HANDBOOK

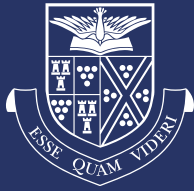
For 2023 - 2024  
Updated: December 2023



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## 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 Pack', 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 at [admissions@truroschoo.com](mailto:admissions@truroschoo.com).

The admissions team will be contactable across the summer holidays.

Mr A Johnson  
Head



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



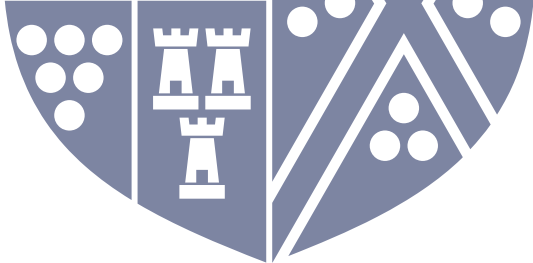
**DEPUTY HEAD (Pastoral)**  
**Mr Rob Murphy**  
E: [ram@truroschoo.com](mailto:ram@truroschoo.com)  
T: 01872 246 067



**DEPUTY HEAD (Co-curricular)**  
**Mrs Zoe Jobling**  
E: [zj@truroschoo.com](mailto:zj@truroschoo.com)  
T: 01872 246 088



**DEPUTY HEAD (Academic)**  
**Dr. Shaun Pope**  
E: [skp@truroschoo.com](mailto:skp@truroschoo.com)  
T: 01872 246 048



## Form Tutors

Each pupil joins a Form Group, which is led by their Form Tutor. Form Groups meet their Form Tutor every morning to receive key notices and take the register.

Form Tutors are the first port of call for all queries about academic and pastoral progress.

## Heads of Year (2023-2024)

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.

### LOWER SCHOOL

#### HEAD OF 1<sup>ST</sup> YEAR:

**Mrs Felicity Thurlow**

E: [flt@truroschoo.com](mailto:flt@truroschoo.com)

#### HEAD OF 2<sup>ND</sup> YEAR:

**Ms Danielle Overend**

E: [dov@truroschoo.com](mailto:dov@truroschoo.com)

### MIDDLE SCHOOL

#### HEAD OF 3<sup>RD</sup> YEAR:

**Mr Glynn Hooper**

E: [gdh@truroschoo.com](mailto:gdh@truroschoo.com)

#### HEAD OF 4<sup>TH</sup> YEAR:

**Ms Johanna Egar**

E: [jre@truroschoo.com](mailto:jre@truroschoo.com)

#### HEAD OF 5<sup>TH</sup> YEAR:

**Mr Tom Copeland**

E: [thc@truroschoo.com](mailto:thc@truroschoo.com)

**HEAD OF MIDDLE SCHOOL: Mr Roger Picton** E: [rtp@truroschoo.com](mailto:rtp@truroschoo.com)

### SIXTH FORM

#### HEAD OF SIXTH FORM:

**Mr Ross Williamson**

E: [rmw@truroschoo.com](mailto:rmw@truroschoo.com)

#### DEPUTY HEAD OF SIXTH FORM

**Mrs Lucy Jupp**

E: [lrj@truroschoo.com](mailto:lrj@truroschoo.com)

## Useful Contact Details

[truroschoo.com](http://truroschoo.com) | [enquiries@truroschoo.com](mailto:enquiries@truroschoo.com) | 01872 272763

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

If your child is ill or absent, please email [absence@truroschoo.com](mailto:absence@truroschoo.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@truroschoo.com](mailto:medic@truroschoo.com) 01872 246020

# Frequently Asked Questions

For quick reference, we have compiled a list of frequently asked questions, along with their answers and where to go within this booklet to find out more.

## TRANSPORT

### When can we book the bus?

Transport services can be booked via the school website > <https://www.truroschoo.com/parents/transport/>

Booking forms for September are sent to new and existing parents during the summer term. Some bus routes fill up extremely quickly, so we recommend responding to that email as soon as possible to avoid disappointment. Seats are reserved on a first come, first served basis.

For pupils arriving during the rest of the academic year, please contact [transport@truroschoo.com](mailto:transport@truroschoo.com) who will be able to advise on the availability of seats on each route.

You will also find timetables and prices on the website. Bookings can be made for individual terms, or annually.

Please see page 43

### Where do I get the bus from?

The School pick-up and drop-off location is situated in front of the Assembly Hall.

## FORM GROUPS

### What is a form group at Truro School? How much time will my child spend in their form group?

Form groups, form rooms, and form tutors at Truro School 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 form time, assembly, or chapel with their form groups. Importantly, 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.

NB: Some subjects are taught in mixed form groups, such as Maths which is taught in sets based on entrance exam results, 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. 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.

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

1st Years will find out their form group during their taster day. Form groups for all other year groups will be confirmed during the induction day. Unfortunately, we are unable to give out this information prior to these times.

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

There are 20 - 24 children per Form Group.

### Can pupils change Form Groups once at School?

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. If you wish to request a change, please email your Form Tutor or Head of Year. Each case is looked into individually and outcomes will depend on the circumstances.

## 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 safe and secure 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.

## UNIFORM AND APPEARANCE

### Where is uniform information? Is there a second-hand uniform shop?

Please see Page 10

### What are the expectations with PE kit?

Pupils will have Games/PE scheduled on their timetable. Pupils will be notified via the PE department as to which kit is needed each half term.

### Can pupils wear make up and jewellery?

Please see page 11

## MOBILE PHONES

### Are pupils allowed mobile phones?

Yes, but they should be kept off and out of site unless permission is given from staff.

Please see page 37

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

Pupils are not required to have a mobile phone. Where electronic devices are required, PCs and/or Tablets will be made available for pupils.

## THE SCHOOL DAY

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

Please see page 15

### What happens on a WAA?

Please see page 24

## CATERING

### Is lunch included?

Yes, lunch is included in the fees.

Please see page 27

### How does lunchtime work?

Each year group is allocated a separate time to enter the Dining Room. Pupils can choose their lunch from one of three serveries.

Please see page 27

### 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)

## 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 maintain operational control whilst receiving support, advice and investment centrally. Schools within MIST vary in size and include Woodhouse Grove School, Shebbear College, 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?

In the 1st Year, pupils attend

Chapel twice a week, with one session focussing on hymn practice. 2nd - 5th Years attend once a week.

Please see page 21

## Do children need to study RS for GCSE?

Religious Studies (RS) is a rigorous and demanding academic discipline, involving textual study, philosophical thinking, ethics, social understanding and the skills of analysis and reasoning developing core skills of literacy. The curriculum covers a wide range of faiths and philosophies and is not exclusively Christian in content or intent. It is a compulsory GCSE subject.

## 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 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 fundraising 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 great incentives.

## 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 I 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. 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 29) will keep you updated on your child's progress.

Parents can also use the parent portal, Everest, 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, so there's 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 - a great opportunity to meet other parents.

### How do we get on the parent portal (Everest)?

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@truroschoo.com](mailto:enquiries@truroschoo.com).

## When do I get my 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?

1st - 3rd Years 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. All 1st - 3rd Year pupils will take part in these sports. 4th and 5th Years can choose their options, which vary depending on the term. 1st - 3rd Year pupils also have at least one timetabled double lesson of PE, which includes swimming, gym, rackets and health & fitness on a rotation basis.

1st and 2nd Years

- 1 PE lesson (double - 100min) per fortnight
- 1 games lesson (double - 100min) each week

3rd Years

- 2 PE lessons (1 double and 1 single 50 min) per fortnight

- 1 games lesson each week (One single lesson and one double lesson across the fortnight)

4th and 5th Years

- 1 games lesson per week (One single lesson and one double lesson across the fortnight)

In addition, sport clubs run most lunchtimes and after-school. All abilities are welcome to attend these sessions. See Page 23.

### How do we book music lessons or LAMDA?

You will be sent a booking form prior to starting. If you have any questions, please email [music@truroschoo.com](mailto:music@truroschoo.com) (music questions) or [lamdacoaching@outlook.com](mailto:lamdacoaching@outlook.com) (LAMDA questions)

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.truroschoo.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.

### What is the main channel of communication?

Please see page 28

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

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

### Who do I contact if my child is absent?

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

### When are the fees due?

Fees are invoiced termly and are due by the first day of each term.

Please see page 42

# School Uniform Shop

## UNIFORM SHOP

School Uniform is available from the Uniform Shop which is situated at the bottom of the Senior School drive. The Uniform Shop is operated by Monkhouse Schoolwear Specialists.

## UNIFORM LISTS AND OPENING TIMES

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

## APPOINTMENTS

Appointments are essential for new parents or existing parents needing to equip a student with a large amount of new uniform or games kit. Parents of our international boarders are recommended to place their orders online prior to arrival so that uniform can be ready for boarders' arrival at the beginning of the induction.

### Appointments can be made:

Via <https://www.monkhouse.com/appointments>

Via email [truro.shop@monkhouse.com](mailto:truro.shop@monkhouse.com)

Or by calling 01872 271461

Please note, phonelines will only be manned during opening hours.

## SECOND-HAND UNIFORM

A selection of second-hand uniform is available to buy from the Uniform Shop.

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



# School Uniform and Appearance

## RULES FOR 1<sup>ST</sup> TO 5<sup>TH</sup> YEARS

Personal appearance is extremely important, especially when representing a school; it sends out a message to others about how we care for ourselves.

*- Full uniform must be worn on the school campus, including in the Dining Hall, and when travelling to and from school. Summer uniform is only permitted during specific periods of time by permission of the Head.*

## GUIDELINES ON DRESS AND APPEARANCE

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

### Personal Appearance

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

**Make-up:** 1<sup>st</sup> to 3<sup>rd</sup> Years are not allowed to wear makeup, and 4<sup>th</sup> to 5<sup>th</sup> Years 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:** 1<sup>st</sup> to 5<sup>th</sup> Year 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, worn very low on the hips, or in any way fashion items.

**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 or tights must be worn at all times. Socks must be visible above the shoe. Grey socks should be worn with trousers and shorts and navy socks or navy tights should be worn with Kilts/Skirts.

**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. A fitted blouse may be worn over the kilt.

**Blazers:** Blazers must be worn to and from school, and during the working day. During lessons staff may allow students 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 a strong material like leather should be worn. The shoes must be able to be polished. Canvas shoes are not acceptable.

Uniform lists can be viewed at <https://www.truroschoo.com/parents/uniform/>



## Summer Dress

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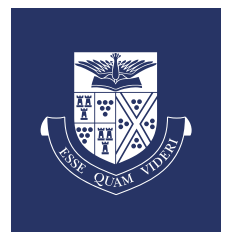
- All pupils will need to wear their blazer to school until the Head announces otherwise.
  - Shirts must continue to be tucked in and worn smartly. Girls may wear the regulation fitted reversed collar blouse over the skirt.
  - School sweaters should not be worn without a blazer, nor carried around the waist.
  - Shorts must be charcoal grey, tailored, school uniform shorts. They must be the correct length, sitting on or just above the knee and should be worn with grey school socks. It is optional to wear shorts and we assume many pupils will continue to wear school trousers.
  - Girls may wear ankle socks which must be visible above the shoe with their skirts instead of the regulation blue tights.
- 

Summer dress is only permitted if the weather is appropriate and when announced by the Head.

## Bags, Stationery & Miscellaneous

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- 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.
  - All text books, exercise books and paper will be provided but you will need to have a well-equipped pencil case. You should have good quality roller-ball or fountain pens but not biros.
  - The Maths department will provide all students with a Scientific Calculator.
  - IT lessons require students to use headphones and it is recommended that you bring your own.
- 



# Sixth Form Dress Code

The Sixth Form is a transitional phase in your child's education. Students will become more independent in many areas of their lives; their organisation, their thought and expression, both in and out of the academic spheres, and in how they present themselves. As such we allow a dress code which gives students the scope for self-expression within defined parameters.

Sixth Form students will dress formally, in a smart and professional manner. 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 final arbiters of what is and what is not acceptable are the Head of Sixth Form, Deputy Head of Sixth Form, the Deputy Heads and the Head.

## **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.



## **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 the knee.

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

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

Shoes and boots should be of a formal nature. They should be complementary to the rest of the dress code and be appropriate for the terrain of the school campus.

Students may wear a pair of earrings which should be modest in their nature.

## **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 & 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.

# Lost Property

## PROPERTY LEFT OUTSIDE (INCLUDING METAL CONTAINERS)

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

## 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

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.

### ALL OTHER ITEMS

All other items will be taken to the Facilities Office foyer, beside the Assembly Hall.

Items can be collected from the foyer until 1.00pm the following day.

### 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 other items will be put on the racks in the SBA corridor. These will be secured at 6pm to 8am Mon – Fri

Bags will be put on the racks nearer the vending machines and loose items will be on the racks nearest the squash courts.

### FROM 1.00PM ONWARDS

After 1.00pm items will be placed into the Lost Property Container.

### EVERY THURSDAY

Any remaining loose items on the SBA shelving will be taken to the lost property container every Thursday.

## LOST PROPERTY CONTAINER

Open Monday – Friday, 1.15pm – 2.30pm.

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

For named items, an orange slip 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.

# Term Dates and Daily Routine

## TERM DATES

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

## THE SCHOOL DAY

**School begins at 8.45am and lessons end at 3.50pm.** 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 and Friday bulletin.

## THE DAILY ROUTINE

	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

### 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.

\*\*Staggered Lunch: Pupils are given staggered lunch and activity times. Details will be communicated to pupils during Form Time.

### \*Chapel/Tutor Period/Whole School Assembly or House Meetings

	Mon (A)	Tue (A)	Wed (A)	Thu (A)	Fri (A)	Mon (B)	Tue (B)	Wed (B)	Thu (B)	Fri (B)
<b>1<sup>st</sup> Yr</b>	Tutor	Hymns	Chapel	Assembly	Tutor	Tutor	Tutor	Chapel	Tutor/House	HoY
<b>2<sup>nd</sup> Yr</b>	Tutor	Hymns	Chapel	Assembly	Tutor	Tutor	HoY	Chapel	Tutor/House	Tutor
<b>3<sup>rd</sup> Yr</b>	Chapel	Tutor	HoY	Assembly	Tutor	Chapel	Tutor	Tutor	Tutor/House	Tutor
<b>4<sup>th</sup> Yr</b>	Chapel	Tutor	Tutor	Assembly	HoY	Chapel	Tutor	Tutor	Tutor/House	Tutor
<b>5<sup>th</sup> Yr</b>	Tutor	Chapel	Tutor	Assembly	Tutor	Tutor	Chapel	HoY	Tutor/House	Tutor
<b>L6</b>	HoY	Tutor	Tutor	Assembly	Chapel	Tutor	Tutor	Tutor	Tutor/House	Chapel
<b>U6</b>	Tutor	Tutor	Tutor	Assembly	Chapel	HoY	Tutor	Tutor	Tutor/House	Chapel

### Lunchtime Clubs

#### Club 1 will run from 1.00pm – 1.30pm

*Pupils will go straight to the dining hall at 1.35pm for their lunch following their activity*

#### Club 2 will run 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*

# Curriculum

## 1ST – 3RD YEARS

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 the 3rd Year (optional)

\*1st Years 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. 2nd Year pupils will study two of the three languages.

Those that find the study of two languages difficult during the 2nd Year will be offered the opportunity to drop to a single language in the 3rd Year. By studying differing languages over the first three years it is possible for talented linguists to study all three languages at GCSE.

## 4TH & 5TH YEARS

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 4th and 5th Year 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 and Economics. 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 new 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) 1<sup>st</sup> to 5<sup>th</sup> Years

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.

Homework is explained during the lesson and a reminder is placed on the pupil portal - Everest, which can be viewed by parents and pupils.

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 ASSISTANCE

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

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

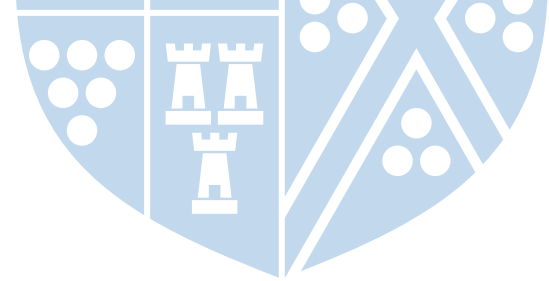
- **Preparation** for the next lesson, which may include reading; this may also include learning new material (from books, interactive software, video clips or the internet) and then presenting this in class.
- **Extension** in which the work will provide more difficult examples of ideas covered, or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



### **The Dodd Library is open:**

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

8.00am to 5.30pm (Wed and Fri)



# PSHEE

All students in the 1st Year through to Upper Sixth have timetabled lessons of PSHEE - Personal, Social, Health and Economic Education. The lessons are reviewed every year in consultation with students, staff and parents and with adjustments based on local and national areas of concern.

## 1st Year:

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

## 2nd Year:

Peer pressure, drugs & unhealthy behaviours, emotional wellbeing & physical health, identity, prejudice & discrimination, relationships, consent, intimacy, sexuality, sexual health, nudes & the law, puberty shame (incl. period poverty), refugees & asylum seekers, UK politics, voting & elections

## 3rd Year:

Drug uses, why take drugs?, grooming & online safety, GCSE options, aspirations & goals, healthy Relationships (c/o Barnardo's) incl:

- Gender stereotypes, equality and diversity.
- 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.
  - Pornography, consent and the law.
- Personal safety, money management, employability, employment law

## 4th Year:

Mental health, identity, body Image & cosmetic procedures, sexual expectations, safeguarding & personal safety, safer sex, pornography, consent & coercion, STIs and contraception, sexual harassment & rape, impact of drugs & alcohol, drugs & county lines, online safety, discrimination & hate crimes, diversity & identity, human Rights and international law (incl FGM)

## 5th Year:

Post-16 and post-18 options, teenage parenthood, unintended pregnancy, abortion, coercive control, everyone's invited, boundaries and respect, social media, cults, intolerance and extremism, career identity, work experience, work attitude and values, health services – blood and organ donation

## 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

The school has a modern, well-equipped Medical Centre run by Nurse Costa and Nurse Corden-Lloyd who are both Registered Nurses in Child Health.

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 students 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. Students should not be carrying medication with them at school for the safety of the whole school community.

### **MEDICAL CENTRE**

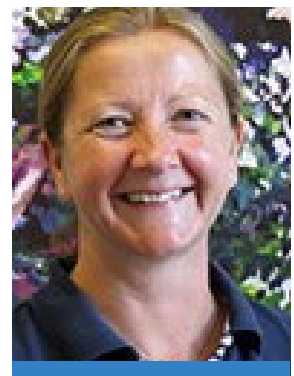
Nurse Meisha Costa and Nurse Mel Cordon-Lloyd

medic@truroschoo.com

**01872 246020**



Nurse Costa



Nurse Corden-Lloyd



## 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. We focus on the spiritual, mental and physical wellbeing of each child at all times, ensuring a safe and supportive environment in which they will thrive. We encourage our pupils to respect the varied attitudes and beliefs of others whilst developing as individuals. Truro School is a community where everyone helps each other.

The Independent Schools Inspectorate (ISI) commented in September 2017, "Pupils are mature and confident for their age, and their self-assurance is further developed through the comprehensive personal, social, health and economic education (PSHEE) programme taken by all pupils in 1st Year to Upper Sixth. Pupils enjoy the wide range of topics, which include many concerning their own well-being such as self-esteem, relationships and mental health."

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.

Each Pupil has a Form Tutor and Head of Year (day pupils) with boarders also having a Houseparent. They are 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 a Head of Middle School and a Head of Sixth Form who oversee pastoral care and academic progress for pupils in their care.

Form Tutors and Heads of Year discuss any issues on a regular basis, working with the Senior Pastoral Lead and Deputy Head (Pastoral). Most problems are easily dealt with at this level. However, the Head, Deputy Head (Pastoral), Deputy Head (Co-curricular and Partnerships), Heads of Year, House Staff, Medical Centre and Chaplain meet every Friday morning to share concerns and information on individual students. In addition, the Senior Pastoral Team consisting of the Deputy Head (Pastoral) and Designated Safeguarding Lead (DSL); Assistant Head, Teaching and Learning (Deputy DSL); Head of Boarding (Deputy DSL), Head of 5th Year (Deputy DSL) and Medical team meet weekly to spend time reviewing support for those requiring additional care.

If a pupil prefers he/she may feel more comfortable talking to somebody else about their problem, they can talk to any member of staff e.g. 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, 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 Byrne 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) is on hand to see any students who wish to discuss issues from cyberbullying to advice on friendships. 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 student council.
- The Deputy Head (Pastoral) is also the Safeguarding Lead for the school, supporting anyone who is at risk of harm.

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.

Truro School is a place characterised by constructive and trusting relationships, a place where talented and dedicated teachers accompany pupils as individuals on this leg of their journey assisted, by a supportive community.



## Chaplain and Assemblies

The Chaplain, Rev Helen Byrne, (pictured) is always available to pupils and students. Her office is in the main building opposite the computer rooms.

All year groups have weekly chapel services.

Every week there is also a whole school assembly or competition house meeting.



# 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.

Combined with our academic curriculum, our varied co-curricular programme ensures that students 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.

Every Wednesday afternoon our standard timetable ends and pupils are allocated one of over 40 different opportunities.

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 1st 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.truroschoo.com/senior-school/co-curricular/this-terms-schedule/>

Any last minute updates will be communicated to pupils via the morning daily bulletin.

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

- 1st, 2nd & 3rd Years – three clubs and activities
- 4th & 5th Years - two clubs and activities
- Sixth Form – one club or activity

## SAMPLE CLUBS AND ACTIVITIES

### CREATIVE ARTS

Art  
Textile Club  
Ceramics  
Sewing and Knitting  
Jewellery Making

Drama  
Drama Tech Team  
LAMDA  
Music (numerous groups)  
B Naturals

### ENRICHMENT

Amnesty International Group  
Critical Thinking  
Careers Clinic  
Debating (Jnr)  
Debating (Snr)  
Ethical Dilemmas  
Medical Pathways and Interviews  
Model United Nations  
Philosophy Film Club  
Public Speaking  
Science - Bronze Crest Award

### SCIENCE & TECHNOLOGY

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

### SPORTS & FITNESS

Sports Clubs  
Dance  
Sailing  
Horse Riding  
Military Fitness Training  
Trampolining  
Surfing

### GREAT OUTDOORS

Duke of Edinburgh Award Scheme  
Ten Tors  
ECO Group  
Gardening

Some clubs may incur an additional charge but the majority are included in the Fees.

### HEALTH & WELLBEING

ACHE  
Charity Committee  
Christian Union (Jnr)  
Christian Union (Snr)  
Community Volunteering  
Cookery

### PERFORMING ARTS

# 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 the regular lessons timetable stops at 12.55pm, in preparation for a swift lunch, before the students depart for the afternoon to go and enjoy their chosen extra-curricular activity.

At the beginning of each term, each pupil completes a form indicating preferences from a mixed range of activities. Activities vary from term to term. Below is an example of some of the options that may be offered.

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

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

## WEDNESDAY AFTERNOON ACTIVITIES (SAMPLE SUMMER LIST)

- |                           |                       |                         |             |
|---------------------------|-----------------------|-------------------------|-------------|
| • Art – Print Making      | • Cricket             | • Horse Riding          | • Rounders  |
| • British Army Fitness    | • Dance               | • Golf                  | • Sailing   |
| • Ceramics                | • Debating            | • Hockey                | • Swimming  |
| • Athletics and Fitness   | • Digital Photography | • Music Theory          | • Surfing   |
| • Choristers              | • Drama               | • Pilates and Yogalates | • Tennis    |
| • Cookery                 | • Drama Tech. Team    | • Multi Sports          | • Wargaming |
| • Craft and Knitting Club | • Fencing             | • Music GCSE            |             |
| • Computer Aided Design   | • Dungeons & Dragons  | • Netball               |             |
|                           | • Football            | • Rugby                 |             |

\*Some activities are year group specific

## SCHOOL OFF-SITE EDUCATIONAL 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 music tours, you can view more here > <https://www.truroschoo.com/senior-school/co-curricular/school-trips/>



# LAMDA and Individual Music Tuition

## INDIVIDUAL MUSIC TUITION

All 1<sup>st</sup> Year 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 students in the complete range of orchestral instruments as well as piano, organ, guitar and voice.

Individual tuition is optional for pupils. 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](mailto:music@truroschool.com), tel: 01872 246097 or visit:

<https://www.truroschool.com/senior-school/co-curricular/music/>

Pupils are asked to store musical instruments in the Music Department in M3, which is just beside the Music Office.

## LAMDA

Individual and group LAMDA (London Academy of Music and Dramatic Art) lessons are available to all students 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 students. Students 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 students 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. Before starting at Truro School you will receive an email with details about signing up for LAMDA lessons. Claire Rawlinson [lamdacoaching@outlook.com](mailto:lamdacoaching@outlook.com)





## Day & Flexi Boarding

Truro School has three boarding houses: Pentreve (junior girls), Malvern (senior girls) and Trennick (1st Year – Upper Sixth boys). They offer day pupils the opportunity to use their services on a day or flexi basis.

### FLEXI-BOARDING

Pupils can flexi-board on a single night rate, for a maximum of 20 nights per term, without becoming a weekly boarder. Particularly useful during exam time for those students 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.

### 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.



## Lunchtime

We operate a three-week menu cycle, which is available to view on our website >

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

The menus are refreshed every term and passed to a nutritionist for assessment and verification that it meets the School Food Standards.

We recognise that pupils have a wide range of tastes and appetites, so the menu is designed to offer as much choice as possible.

Our daily food offering for every pupil consists of three courses and pupils can choose from three serveries.

### SERVERY ONE

**To start:**

Freshly made soup and a bread roll

**Main course:**

Hot buffet with carbohydrate or potatoes and seasonal vegetables.

**Dessert:**

Choice of hot or cold dessert, plus a piece of fresh fruit.

### SERVERY TWO

**To start:**

Freshly made soup and a bread roll

**Main course:**

Pasta or jacket potato bar with choice of topping and salad

**Dessert:**

Choice of hot or cold dessert, plus a piece of fresh fruit.

### SERVERY THREE

Selection of sandwiches or hot snacks with mixed salad bar

**Dessert:**

Cold dessert, plus a piece of fresh fruit.

The catering staff provide a three week menu which is available on the website and also published on notice boards.

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/concerts can book in for Boarders' Breakfast and 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@truroscool.com](mailto:enquiries@truroscool.com) and your message will be forwarded to the relevant department.

For absence or late arrival requests, please continue to use the email:

Senior School: [absence@truroscool.com](mailto:absence@truroscool.com) or call 01872 246118

Prep School: [prepoffice@truroscool.com](mailto:prepoffice@truroscool.com) or call 01872 272616

For communication that requires emergency action, please telephone the School Office during opening hours on 01872 272 763 (Senior) or 01872272616 (Prep). 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 Prep ([prepsendco@truroscool.com](mailto:prepsendco@truroscool.com)) or Senior ([sendco@truroscool.com](mailto:sendco@truroscool.com)) SENDCO directly.

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

First Contact

Pastoral Query	Academic Query	Co-Curricular Query	Operational or Administrative Query
<p><b>Form Tutor (Senior) or Class Teacher (Prep)</b></p> <p>Question, concern, or information regarding:</p> <ul style="list-style-type: none"> <li>- Wellbeing or behaviour</li> <li>- Learning across several subjects</li> </ul> <p><i>Boarding parents should also contact the relevant Houseparent.</i></p>	<p><b>Subject Teacher (cc'ing Tutor or Class Teacher (Prep))</b></p> <p>Question, concern, or information regarding:</p> <ul style="list-style-type: none"> <li>- Subject-specific learning or progress</li> </ul> <p><i>Boarding parents should also contact the relevant Houseparent.</i></p>	<p><b>Form Tutor (Senior) or Class Teacher (Prep)</b></p> <p>Question, concern, or information regarding:</p> <ul style="list-style-type: none"> <li>- Clubs, activities, trips or WAA</li> </ul> <p><i>Boarding parents should also contact the relevant Houseparent.</i></p>	<p><a href="mailto:enquiries@truroscool.com">enquiries@truroscool.com</a> Tel: 01872 272763 <a href="mailto:prepenquiries@truroscool.com">prepenquiries@truroscool.com</a> Tel: 01872 272616</p> <p>Question, concern, or information regarding:</p> <ul style="list-style-type: none"> <li>- General School information</li> <li>- Transport</li> <li>- Admissions</li> </ul> <p>For finances or fees queries, please contact <a href="mailto:salesledger@truroscool.com">salesledger@truroscool.com</a></p>





<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>Academic Query</b>	<b>Co-Curricular Query</b>	<b>Operational or Administrative Query</b>
	<p style="text-align: center;"><b>SENIOR SCHOOL</b></p> <p style="text-align: center;">Head of Year Head of Year or Section</p> <p style="text-align: center;"><i>Boarding parents should also contact the Head of Boarding.</i></p> <p style="text-align: center;">~</p> <p style="text-align: center;"><b>PREP SCHOOL</b></p> <p style="text-align: center;">Head of Department/ Section Asst. Head Pastoral</p>	<p style="text-align: center;"><b>SENIOR SCHOOL</b></p> <p style="text-align: center;">Head of Department Head of Year or Section</p> <p style="text-align: center;"><i>Boarding parents should also contact the Head of Boarding.</i></p> <p style="text-align: center;">~</p> <p style="text-align: center;"><b>PREP SCHOOL</b></p> <p style="text-align: center;">Head of Department/ Section Asst. Head Academic</p>	<p style="text-align: center;"><b>SENIOR SCHOOL</b></p> <p style="text-align: center;">Director of the relevant Co-Curricular area</p> <p style="text-align: center;"><i>Boarding parents should also contact the Head of Boarding.</i></p> <p style="text-align: center;">~</p> <p style="text-align: center;"><b>PREP SCHOOL</b></p> <p style="text-align: center;">Head of the relevant Co-Curricular area</p>	<p style="text-align: center;">If your initial Operational or Administrative enquiry is unresolved, please contact:</p> <p style="text-align: center;"><b>Head of Department</b></p> <p style="text-align: center;">(If you are unsure who is the relevant Head of an Operational Department, please contact enquiries@truroschoo.com to ask)</p>



<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>Academic Query</b>	<b>Co-Curricular Query</b>	<b>Operational or Administrative Query</b>
	<p style="text-align: center;"><b>SENIOR SCHOOL</b></p> <p style="text-align: center;">Deputy Head (Pastoral)</p> <p style="text-align: center;"><i>Boarding parents should contact the Deputy Head (Pastoral).</i></p> <p style="text-align: center;">~</p> <p style="text-align: center;"><b>PREP SCHOOL</b></p> <p style="text-align: center;">Deputy Head and ultimately, the Head</p>	<p style="text-align: center;"><b>SENIOR SCHOOL</b></p> <p style="text-align: center;">Deputy Head (Academic)</p> <p style="text-align: center;">Assistant Head (Learning and Teaching)</p> <p style="text-align: center;">Assistant Head (Director of Studies)</p> <p style="text-align: center;">~</p> <p style="text-align: center;"><b>PREP SCHOOL</b></p> <p style="text-align: center;">Deputy Head and ultimately the Head</p>	<p style="text-align: center;"><b>SENIOR SCHOOL</b></p> <p style="text-align: center;">Deputy Head (Co-Curriculum and Partnerships)</p> <p style="text-align: center;">~</p> <p style="text-align: center;"><b>PREP SCHOOL</b></p> <p style="text-align: center;">Deputy Head and ultimately the Head</p>	<p style="text-align: center;">If your initial Operational or Administrative enquiry is unresolved, please contact:</p> <p style="text-align: center;"><b>Director of Department</b></p> <p style="text-align: center;">(If you are unsure who is the relevant Director of an Operational Department, please contact enquiries@truroschoo.com to ask)</p>



**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.

# Communication from School to Parents

As a School, we believe in the importance of clear, honest and timely communication to and with parents. This includes prearranged or scheduled communications such as bulletins, notices, calendared events or fixtures, reports and any wider school updates, as needed. We also aim to proactively share good news or successes about your child, as well as concerns or challenges.

Scheduled communications include:

## FRIDAY BULLETIN

The Friday Bulletin contains news and images from the week, along with notices, calendar dates, sports results, details about events and more. Parents are sent an email to view the Friday Bulletin so it can only be received if we have parents' current email address(es). If they do not receive this currently or change their email address, please contact the school office: [enquiries@truroschoo.com](mailto:enquiries@truroschoo.com) (Senior School) or [prepenquiries@truroschoo.com](mailto:prepenquiries@truroschoo.com) (Prep School) so that we can update our records. The current and past Friday Bulletins are also available to view in the Parent section of the School website.

## DAILY BULLETIN (SENIOR ONLY)

Important daily messages for pupils are communicated to them via a Daily Bulletin. The Daily Bulletin is read out to pupils during Tutor Time and is also available for parents to view via Everest.

## WEEKLY YEAR GROUP EMAILS (PREP ONLY)

Important information regarding the week ahead including activities, trips, timings and equipment required. These messages are sent at the end of each week via the Clarion email system.

## SCHOOL WEBSITE - [WWW.TRUROSCHOOL.COM](http://WWW.TRUROSCHOOL.COM):

The Truro School website provides an overview of life at Truro School for those within or outside our School community wishing to learn more about the School.

There is a 'Parent' tab <https://www.truroschoo.com/parents/> linking to information for parents, including Handbooks, Uniform, Menus, Transport and School Policies, along with links to the Parent Portal and School Calendars.

## PARENT PORTAL – EVEREST:

Truro School provides a Parent Portal and in the first few weeks of a child's first term at Truro School, each parent will receive an invitation via email from [everestadmin@truroschoo.com](mailto:everestadmin@truroschoo.com), which contains a link to "Start your Journey." This begins a registration

process and allows parents to link their account to the School.

Once they have completed the registration process, a second email will follow, directing them to the Apple or Google Play stores where they can download the app. They can also access Everest via a web browser on their computer, if they prefer. The Everest Home Page will take them to their child's information and gives them access to some really important information such as their timetable, homework and notifications, such as achievements, attendance and school reports. There is also a link from Everest to the Daily Bulletin (see above) as well as a shared documents area which contains useful information.

## TAPESTRY (EYFS AT PREP ONLY)

Tapestry is an easy-to-use and secure online learning Journal that helps staff and families celebrate their children's learning and development. Tapestry provides daily updates and communications specifically for parents of children in the EYFS.

## PUPIL PORTAL – EVEREST (SENIOR SCHOOL ONLY):

Every Senior School pupil will, on joining the School, be shown how to log on to 'Everest', the pupil's version of the Parent Portal. Here they can view their timetable and homework, along with notifications, merits, attendance and reports.

Tutors support pupils to ensure that they are using Everest effectively to support their studies and their wider ownership and engagement with School life. Preparation for this begins in the upper years of the Prep School.

## FEE BILLING PORTAL:

Truro School uses a Fee Billing Portal where parents can view their bills, make payments of those bills and view statements. It is accessible via the Parent section of the School website. This system improves security for you and the School. Truro School will never use email to request payment or payment details from parents. Parents must not engage with any email requesting this, and alert us to it.

## SCHOOL CALENDAR AND MISOCs:

MISOCs is a platform we use to manage our Co-Curricular programme. The School Calendar is published at the beginning of every term giving all the main dates for the term's activities. The School Calendar and School Sports Calendar are available online through our website [truroschoo.com](http://truroschoo.com).

Our Co-Curricular Calendar is available via the Parent Portal, where

parents can follow the MiSocs link to access details of and options for booking clubs and Activities for their child's year group. Because changes can sometimes need to be made to a Calendar, even last minute, updates are ongoing through the term.

Parents should, therefore, check the online calendar regularly. It can be downloaded onto a phone or tablet — instructions for this are available on our website.

## **SPORTS CALENDAR – MISOCs:**

The School Sports Calendar gives details of all upcoming fixtures along with results and photographs. It is therefore password protected. The password, and detailed instructions of how to use the system, will be e-mailed to all parents at the beginning of the year.

## **INFORMATION FROM SCHOOL:**

Information and messages from a child's Tutor / Form Tutor / Class Teacher / Head of Year and subject teachers will normally be communicated via email, or by telephone. Text messages are only sent in circumstances where a short immediate message needs to reach all parents at once, such as in the event of an unplanned school closure. Parents must ensure, therefore, that the School has their correct email and telephone details, updating them if not. Parents are able to do this themselves in the Parent Portal.

## **SCHOOL REPORTS AND PARENTS' EVENINGS:**

Regular feedback is key to ensuring academic achievement is on track and nurtures strong educational partnership between School and Home.

### *Senior School Specific*

Parents of Senior School pupils will receive termly progress reports which are divided into two sections; attainment and Learning Scores. Learning Scores are the school's mechanism to promote our pupil's growth mindset and for them to have ownership of, and be responsible for, their learning behaviours and progress. Full written reports appear once each academic year in the Senior School. Full written reports include subject comments, targets in public examination years and reports from the Tutor and Head of Year.

If you wish to discuss the grades or scores given, the first point of contact for day pupils is the Form Tutor and for boarders is the Housemaster or Housemistress

We are pleased to invite parents to attend a parent- teacher evening each year. Bookings are made through a platform called SchoolCloud. You will be sent instructions on how to use this prior to the event. Pupils are invited to attend as well although this is not

compulsory. Dates will be advertised in the termly calendar.

1st Year and Sixth Form parents are also invited to a Welcome Evening at the start of their Autumn Term.

### *Prep School Specific*

Parents of Prep School pupils will receive two full written reports and the opportunity to attend two parents' evenings during the course of the academic year (September to July). Reports include feedback slips for parental comments. Form tutors/class teachers remain the first port of call for any report based queries.

## **PARENT INFORMATION EVENTS:**

Across each year there are also in-person presentation or information events for parents on site. Some of these are open to all, such as the annual launch of the current year's School Action Plan each Autumn.

Some will be more year group specific in their targeting, such as GCSE or A Level Options events, or evenings with a particular pastoral focus. Parents of pupils new to the School or Sixth Form will be invited to a Welcome Evening at the start of their Autumn Term.

These events will always have a Senior Leadership Team presence and provide opportunities for wider discussion amongst parents and with School staff.

## **LETTERS FROM THE HEAD AND SENIOR STAFF**

Truro School and Truro School Prep staff will also write to Parents at the beginning and end of each Term. These letters will include useful information about the School and/or a child's specific Year, Form, or Class Group.

In addition to our scheduled communications, our staff are encouraged to communicate good news and share success, as well as to consider communications around concerns or challenges. Depending on the nature of the news, this may be communicated via behavioural rewards or consequences in Everest, via email or through telephone dialogue.

## **THE FRIENDS OF TRURO SCHOOL (FTS)**

The FTS is a volunteer parent run and parent led network of support, social contact, and informal advice, always seeking to support the School and the family experience of being part of its community. Members of the FTS are often present at School events and always seek to welcome and support family inclusion in our School 'village.' Communications on behalf of the FTS are often shared by the School, who remain immensely grateful for the time and care devoted to the School by the FTS members. You can contact the FTS by email on [fts@truroschoo.com](mailto:fts@truroschoo.com).

# 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:

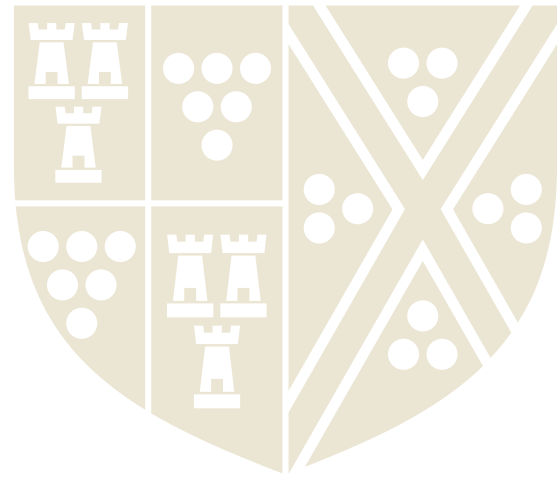
In a scenario where a parental communication during term time raises Safeguarding concerns, the DSL or a DDSL must be informed immediately. Otherwise:

- 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 [CLL@truroschoo.com](mailto:CLL@truroschoo.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 several house meetings each term and there are a number of competitions. Pupils can win points for their House through academic commendations, music competition, Inter-House sporting competitions, Top House Quiz, Chess, Sports Day, swimming galas and many, many more.

**HEADS OF HOUSES**

- SCHOOL HOUSE (GREEN):**  
Mr D Meads
- SMITH HOUSE (BLUE):**  
Mr A Pomery
- VINTER HOUSE (GOLD):**  
Miss B Holroyd
- 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.

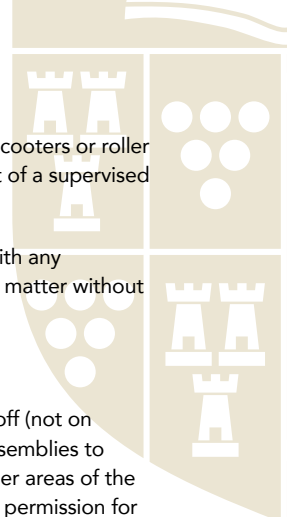
These items include (but are not limited to) drugs, solvents or psychoactive substances (or substances intended to resemble them) and their paraphernalia; alcohol, tobacco, and vaping devices and their paraphernalia; weapons, fireworks or flares, pornographic images (including those stored or accessed 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 and 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
5. Going off-site – 1st to 5th Year:
  - Pupils in the 1st to 5th Years 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

1. Mobile phones and devices should be switched off (not on silent mode) and kept out of view in lessons and assemblies to avoid causing disturbance. In some lessons and other areas of the school there may be occasions when staff may give permission for phones to be used for educational purposes. Unless this permission has been given, the expectation is that phones must not be used between the hours of 8.45am and 3.45pm on the school premises.
2. Sixth Form students are given special permission to use their mobile phones during the day in the Sixth Form Café, in the Sixth Form Centre and in their vicinity; they should not be using them at other locations around the school campus unless permission has been given by a member of staff.

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

## Pupil Charter

### Respect

I will respect others and treat them as I would like to be treated myself, with kindness and equality.

### Kindness

I will recognise that what I perceive as banter could be construed as bullying and refrain from teasing others. I will stand up to unkind behaviour.

### Hard work

I will work hard and maintain a positive atmosphere in the classroom in order to respect that students want to listen and achieve.

### Focus

I will endeavour not to distract my friends during lessons and recognise that my chatting can prevent others from learning.

Please note, this policy is reviewed regularly. All school policies can be viewed here > <https://www.truroschool.com/parents/policies/>

# School Network and Internet Acceptable User Policy

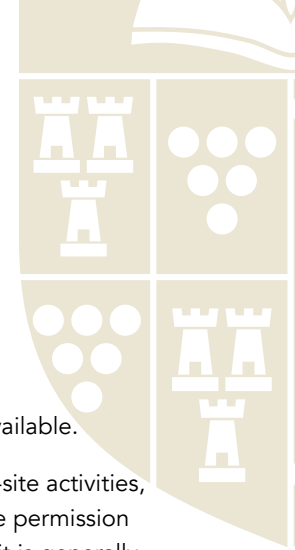
Appropriate access is the shared responsibility of the School, the parents/guardians/carers and the pupil. Truro School will provide access to and encourage a thoughtful use of information, teaching and learning resources accessible on the Internet and will provide guidance and instruction in the appropriate 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

- “ In general, mobile devices should be switched off and kept out of view at school to avoid causing disturbance. In some lessons and in particular areas of the school, 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 between the hours of 8.45am and 3.50pm.
  - “ 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 difficulties.
  - “ Sixth Form students may use their mobile devices during the day in the Sixth Form Café, in the Sixth Form Centre and in their vicinity; 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. Pupils using mobile devices outside school hours may choose to play games or use social media in a responsible manner. 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 PE lessons, games lessons and other sporting activities, mobile devices should be handed in to a teacher or locked away where lockers are available.
  - “ During trips, visits, exchanges 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, which can be easily broken or stolen.
  - “ Pupils should not use a camera on the school site, or on any school trip, unless they have permission from a member of staff. Once a pupil has received permission from a member of staff, any photographs and videos captured on the school site or during a school activity 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 1<sup>st</sup> – 5<sup>th</sup> Year pupil needs to contact his or her parents or guardians in an emergency during the school day, they will be allowed to use their mobile phone, but must first seek permission from a member of staff. If they do not have a mobile phone, they may call from the School Office.
  - “ 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, who will be able to relay a message.
- 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.

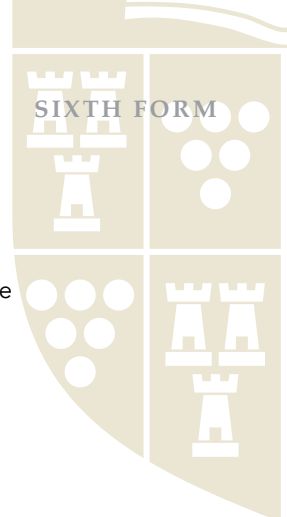
### The School will:

- 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 Advanced 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 Advanced 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 12.00pm. 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 you arrive at school late, you must either go to your tutor group if arriving during form time, or sign in with the Sixth Form Administrator before going to lessons. It is important that you do sign in if late, as the school will contact parents if a student is absent and no reason has been provided.

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

On Wednesday afternoons, you may be required to attend sports fixtures or participate in other activities. You may also be required to stay in school if you are behind on work; if you are required to do so, you will be notified in advance by either the Head or Deputy Head of Sixth Form. If you have no commitments on a Wednesday afternoon, you are free to leave school after your morning lessons **but no earlier than 12.00pm; you must sign out with the Sixth Form Administrator.**



## Sixth Form Dress Code

The Sixth Form is a significantly transitional phase in your education. As Sixth Form students, you will become more independent in many areas of your lives which includes organisation and in how you present yourselves. As such we allow a dress code which gives you the scope for self-expression within defined parameters, making the Sixth Form distinct from the rest of the school.

Sixth Form students will dress formally, in a smart and professional manner. As a Sixth Form student, you 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:

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

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

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

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

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## 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 for female students, any further form of visible body-piercing and tattoos are not permitted for males and females.

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

## 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.

## Academic Study in the Sixth Form

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

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

Students who fall behind in their work will be spoken to by the relevant departments in liaison with the Head and Deputy Head of Sixth Form. 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, Head and Deputy Head of Sixth Form or your houseparent in order to discuss support strategies.

## Sixth Form Facilities

You are welcome to use the Sixth Form common room, computer room and the Sixth Form Café 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. You may also take lunch from the Sixth Form Café from 12.30pm if you have no timetabled lesson.

On Tuesday and Wednesday morning, unless you have a mentoring meeting with your tutor or an additional tutor period, you may register in your first lesson of the day or with the Sixth Form Administrator once you have arrived at school. This is a privilege for Sixth Form students and may be withdrawn if you are on academic intervention or failing to arrive punctually for all your school commitments.

The Sixth Form Café is also open before school and throughout the day, providing a range of snacks and drinks. All Sixth Form students must attend tutor period each morning.



# The Friends of Truro School (FTS)

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

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

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

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

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

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

Best wishes,

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

Along with various year group and non-year group specific invitations throughout the year, Truro School holds an annual Summer Ball for parents / guardians of all year groups and departing Upper Sixth students.

**FTS** | Friends of  
Truro School



# Further Information

## Out of Hours Provision

Apart from providing a plethora of opportunities for student development, the extensive list of clubs and activities on offer at mornings and evenings relieves some of the stress on busy parents, allowing them to work flexibly, safe in the knowledge that their child is happy. Despite this, it usually works the other way around with students urging their parents to stay late at work so that they can attend an evening activity.

Day pupils may join boarders at breakfast and supper by booking a meal through the School Office. We also offer day students the opportunity to flexi-board if parents are away.

## Complaints Procedure

Truro School has long prided itself on the quality of the teaching and pastoral care provided to its students. 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 students and of prospective students on the school's website and Truro School will ensure that parents of students and of prospective students who request it are provided with a copy.

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

## Policies

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

## Transport

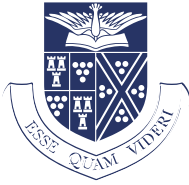
The buses presently come from the Wadebridge, Newquay, St.Ives and Helston areas. They service both Truro Prep and Truro School. For full details of our bus timetables and prices, please visit our website at:

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

There is also a Prep School – Senior School (and vice versa) shuttle bus service.

For pupils who travel to school by train, First Buses provide a bus service to and from Truro Railway Station. Further details on timings and how to purchase tickets can be found here:

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



# Administration and Financial Matters

## **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.

Fees 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 student 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.

# key

- 1 School Reception
- 2 Head's Visitor Parking
- 3 Chapel
- 4 Heseltine Gallery & Studio
- 5 Trennick Boarding House
- 6 Medical Centre
- 7 Learning Support Centre
- 8 Library
- 9 ICT Department
- 10 Music Department
- 11 Modern Foreign Languages Department
- 12 Burrell Classrooms
  - History Department
  - Psychology Department
- 13 Burrell Theatre
  - Drama Department
- 14 Art and Design & Technology Departments
- 15 Sports Hall
- 16 Outdoor Education Centre
- 17 5<sup>th</sup> Year Common Room
- 18 Maths Department
- 19 Sixth Form Café
- 20 Sixth Form Centre
- 21 Physics & Chemistry Departments
- 22 Graham Smith Block
  - Geography Department
  - Geology Department
  - English Department
- 23 Biology Department
- 24 Gymnasium
- 25 Swimming Pool
- 26 Sir Ben Ainslie Sports Centre
  - Business Studies Department
  - Economics Department
  - Physical Education Department
- 27 Religious Studies Department
- 28 Overflow Car Park
- 29 Cookery School
- 30 Pentreave Boarding House
- 31 Malvern Boarding House



**TRURO  
SCHOOL**



Truro School, Trennick Hill, Truro, Cornwall TR1 1TH  
[truroschool.com](http://truroschool.com) | 01872 272 763