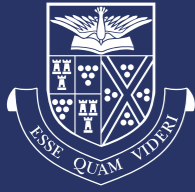




**TRURO
SCHOOL
PRE-PREP**

PRE-PREP PARENT HANDBOOK

For 2024 - 25



Welcome

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

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

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

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

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

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

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



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Prep School Leadership Team (PSLT)

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



MR ROB MORSE
Head of Prep
prephead@truroschoo.
com



MR JAMES FREWER
Deputy Head of Prep
jaf@truroschoo.com



MRS MAGGIE ISSAKA
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MR CHRIS DOVE
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MR LOUIS KEVEREN
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lmk@truroschoo.com



MS KATE WILLIAMS
EYFS Coordinator
kew@truroschoo.com



REV HELEN BYRNE
Chaplain
hrb@truroschoo.com



MRS LIZZIE WADDLING-HEIGHT
SENDCO
prepsendco@truroschoo.com

Useful Contacts

W: www.truroschoo.com/prep-school E: prepenquiries@truroschoo.com

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

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

Starting Nursery and the Pre-Prep

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

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

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

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

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

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

Joining the Pre-Prep at other points:

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

Pre-Prep School Day

TERM DATES

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

THE DAILY ROUTINE

Time	Lesson
7.45am - 8.15am	Breakfast Club – supervision is free School Opens - Pupils may be dropped off at the wooden shelter; if you arrive earlier, please take your child to the Breakfast Club located in the dining room in Treliske House.
8.45am	School Starts Pupils report to their classrooms for Registration
9.00am	Lesson 1
10.25am	Break (snack available for pupils)
10.45am	Lesson 2
12.00pm	Lunch Break (Lunch in the Dining Room)
1.10pm	Assembly
1.30pm	Lesson 3
2.15pm	Lesson 4
3.30pm	End of School (EYFS pupils may be collected from 3.20pm onwards)
3.45pm - 5.30pm	After School Wraparound Care
5.30pm - 6.15pm	Supper Club. There is a supervision charge of £6 made for all children who attend for any part of this time.

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

PLAYTIMES

Playtimes are monitored by at least three members of staff.

LUNCH

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

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

We can cater for specific dietary needs, please contact our Prep Support Services Manager on 01872 24312 or by email smc@truroschoo.com if you have any concerns over your child's allergies.

BREAKFAST CLUB

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

CLUBS AND WRAPAROUND CARE IN PRE-PREP

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

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

Wraparound until times below:

Entry	Up to 4.00pm	Up to 4.30pm	Up to 5.00pm	Up to 5.30pm	Supper (to 6.15pm)
3.45pm	£1	£4	£6	£8	an additional £6
4.00pm	n/a	£2	£4	£6	an additional £6
4.30pm	n/a	n/a	£2	£4	an additional £6

These prices are the current prices from September 2023 and are subject to change. To book wraparound care please refer to: <https://forms.office.com/e/VZUiYbg1Ff> for a link to a form and QR code for the booking form. For an emergency request on the day of booking, please contact the office on 01872 272616 or prepoffice@truroschoo.com.

The link will be active until Monday morning at 8.00am (for the following week). After this time, the list for the week will be closed and refreshed for the following week. Of course, we understand that real life necessitates change (and traffic!) and to allow for parents who are running late, we will continue to provide a 15-minute buffer in which the children remain in their classroom (3.30-3.45pm), supervised by the year group staff team. When children are attending clubs there will be a 10-minute buffer between when the club finishes and when they will enter wraparound care.

SUPPER CLUB

If your child requires Wraparound Care after 5.30pm they will need to be registered for Supper Club by completing the section on the online Microsoft Forms in advance or, in the event of short notice, by phoning the Prep school reception on: 01872 272616 on the day it is required and requesting the meal they would like. Supper Club is held in the Prep School and supervised by a member of the Senior Leadership Team until 6.15pm.

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



Pre-Prep Homework

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

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

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

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

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

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

EARLY YEARS:

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

YEARS 1 AND YEAR 2:

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

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

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

How to Help

YEAR 1 & YEAR 2

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

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

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

READING – HOW CAN YOU HELP?

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

SPELLING – HOW CAN YOU HELP?

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

One way that helps support spelling is:

READ – the word

COVER – the previous attempts up

WRITE – in the next available column

CHECK – to see if it's correct

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

NOTES

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

Fees and Charges

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

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

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

Term Dates

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

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

Traffic Flow and Parking

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

In the morning a 'drop and go' system operates. Pre-Prep children are dropped off in front of Treliske House and should approach school down the right side of the drive. Prep School children are dropped off by the swimming pool and should approach school down the left side of the drive. Please note there is a 15mph speed limit within the school grounds. In the afternoon, pupils can be collected from 3:20pm. Parents may park on the drive, in front of Treliske House, by the roundabout and behind the sports hall. Please do not park in the staff car park by the assembly hall. For the system to flow, parents should aim to remain parked for the minimum time required to drop off or collect their children, so that their spaces can be vacated for others to use.

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

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

School Uniform



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

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

- **Order Online for Home Delivery**

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

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

- **Order Online for Click and Collect**

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

Your items will be parcelled and sent to the School Uniform shop for you or your child to collect.

- **Shop in Person**

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

- Online <https://www.monkhouse.com/appointments>

- Email truro.shop@monkhouse.com

- Telephone 01872 271461 (please note, phonedlines will only be manned during opening hours)

UNIFORM LISTS AND OPENING TIMES

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

SECOND-HAND UNIFORM

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

If supplying second-hand uniform, any garments deemed unsellable will need to be collected. Please do not send any white school shirts. All items must be thoroughly washed and ironed prior to being brought to the store.

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

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



School Uniform and Appearance

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

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

GUIDELINES ON DRESS AND APPEARANCE

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

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

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

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

Kilts and Skirts: The school kilt should be worn just above the knee and not shorter than 3 inches (7cm) above the knee.

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

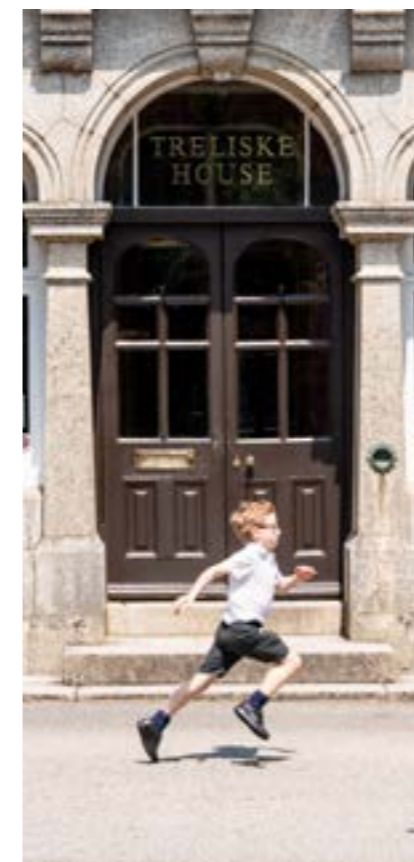
Blazers: Blazers must be worn to and from school, and during the school day. During lessons staff may allow students to remove blazers while they are being taught, but they must put them on again to move about the school between lessons.

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.

Summer Dress

- All pupils will need to wear their blazer to school until the Head of Prep announces otherwise.
- Shirts must continue to be tucked in and worn smartly.
- School sweaters should not be worn without a blazer, nor carried around the waist.
- Girls may wear white ankle socks which must be visible above the shoe with their skirts instead of blue tights/socks.

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



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

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

Pre-Prep Rules

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

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

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

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

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

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

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

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

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

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

Spiritual Mission Statement

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



Reporting to Parents

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

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

Reporting to Parents with Children in the Nursery

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

Reporting to Parents with Children in Reception

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

Reporting to Parents with Children in Key Stage 1

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





TRURO SCHOOL
PREP



TRURO SCHOOL
NURSERY

GOLDEN RULES



WE ARE GENTLE



WE ARE KIND AND HELPFUL



WE LISTEN



WE ARE HONEST



WE WORK HARD



WE LOOK AFTER EACH OTHER & OUR SCHOOL

To Be and Not to Seem to Be



TRURO SCHOOL
PREP

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

1 TEAMWORK MAKES THE DREAMWORK

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



2



I CAN AND I WILL

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

3 IT'S OKAY TO ASK FOR HELP

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



4



WILL YOU GO LEFT OR RIGHT?

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

5 ACTIONS HAVE CONSEQUENCES

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



Routine Matters

ABSENCE FROM SCHOOL:

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

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

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

GUARDIANS:

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

CHANGE OF ADDRESS AND EMERGENCY CONTACT NUMBERS:

We only find out that these are wrong when we need them. PLEASE let us know immediately if contact numbers change or your address changes. It is a very good idea to write your contact details in the back of your child's homework diary.

SECOND-HAND CLOTHING:

For further information, please contact the Monkhouse Uniform Shop Manager on 01872 271461.

ITEMS OF VALUE:

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

SUN PROTECTION

We want our pupils to enjoy their time outside safely without the risk of the harmful effects of the sun. We ask that in the summer term all children wear a named school cap when outside. Where possible, please apply sunscreen to your child before they come to school and send a named tube or bottle of sunscreen to be kept in school, should it be needed (please see Section 15 for further information about our sun safety policy).

CARE OF SICK CHILDREN

The health and welfare of all our pupils is of prime importance to us and we ask you all to adhere carefully to our policy (please see Page 31 on administering medicines and caring for sick children). Should you have any queries regarding the health of your child, please do not hesitate to talk to a member of staff in the Pre-Prep or the school first aider.



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

Best wishes,

The FTS Team
fts@truroschoo.com



Policies

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

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

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

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 pupils and of prospective pupils on the school's website will ensure that parents of pupils and of prospective pupils who request it are provided with a copy.

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



Administration and Financial Matters

Fees

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

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

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

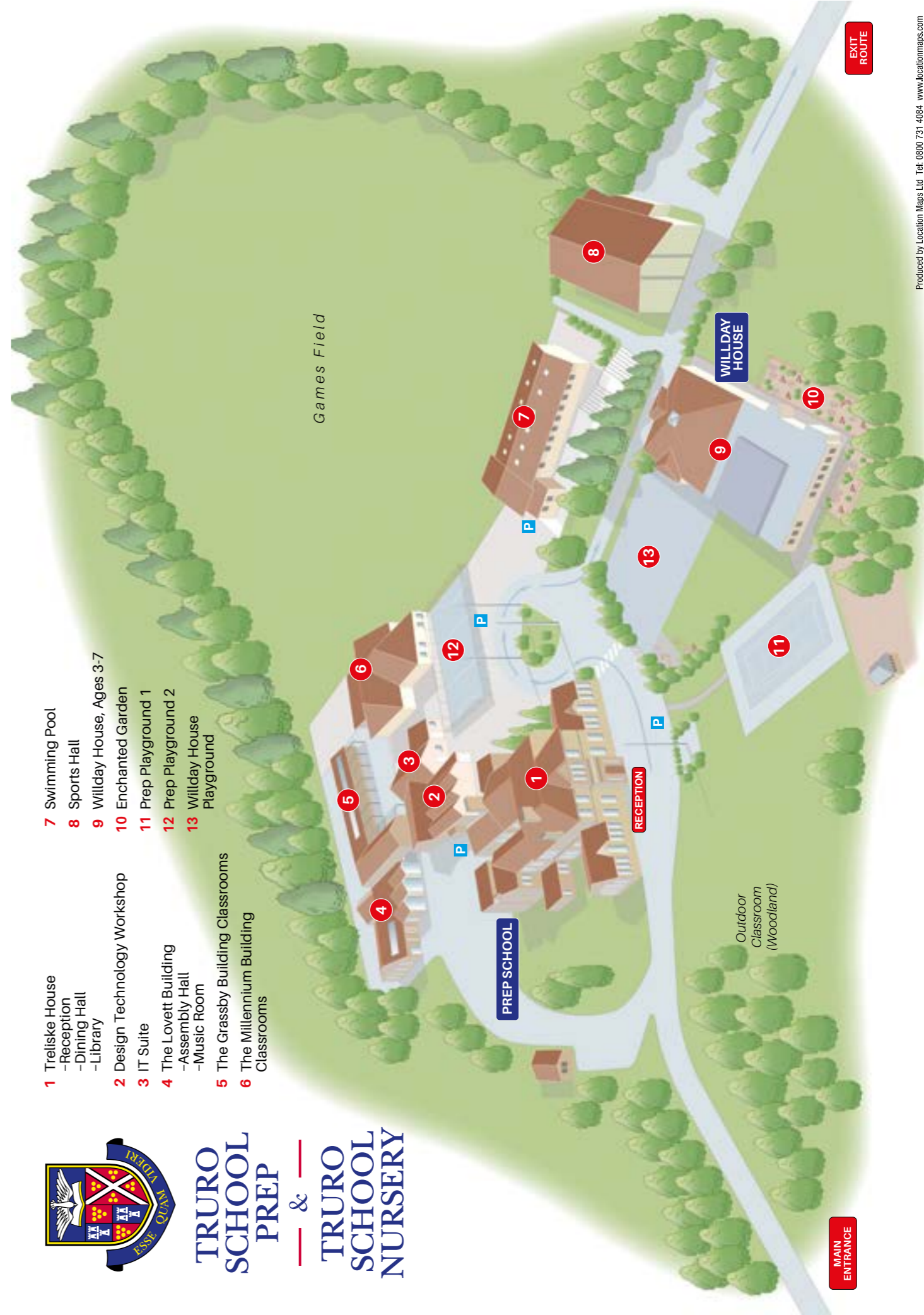
Please note that you are required to give a full term's notice of the withdrawal of a pupil.

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



**TRURO SCHOOL
PREP** & **TRURO SCHOOL
NURSERY**

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





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

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