

PARENTS' HANDBOOK

2024

TRURO HIGH SCHOOL
FOR GIRLS



TRURO HIGH SCHOOL

Where Girls Thrive



HELLO

On behalf of the whole school I am delighted to welcome you and your daughter to the Truro High family. It is always slightly daunting being the new girl but I suspect there are few places where the welcome will be quite as warm as at Truro High. Your daughter will quickly find a sea of smiles and friendly faces here and, like me, will see that the school is a hive of purposeful activity, brimming with enthusiastic students.

I am constantly inspired by the dynamic opportunities available to the girls, the passionate staff and the warm relationships between all. Equally impressive is the open love of independent learning the girls display and the routine encouragement of intellectual curiosity by the teachers.

I am looking forward to getting to know your daughter over the next few weeks and I very much hope to meet as many parents as possible during the term.

This handbook is a relatively comprehensive guide to life at Truro High School, however if you have any further questions please do get in touch either by contacting the relevant department (please see useful contact details on page 10) or by emailing reception@trurohigh.co.uk.

Mrs Sarah Matthews, Headmistress

Our school motto aligns perfectly with the key outcomes and principles of the School. *luce magistra* | with the light as my teacher

At Truro High School we believe in 'Girls First'.

There should be no such thing as a typical Truro High School pupil, however, as one of the leading schools in Cornwall, our Mission Statement is:

To provide a personalised and happy all-round education that enables every girl to achieve her life and career aspirations.

We will achieve our Mission by:

- outstanding and personalised teaching and learning;
- encouraging leadership, service and commitment;
- first class pastoral care;
- providing smooth transitions from Nursery to Prep to Senior to Sixth Form;
- spearheading focused university application for first choice success;
- challenging girls to 'have a go' and seize the opportunities on offer;
- empowering girls to aim high.

In pursuit of these aims, the School will combine consultation and modern innovation; encourage a partnership between School and parents; develop the professional capacities of its staff; invest in first-class facilities; continue its strong association with the local community; and maximise our capacity as one of the leading schools in Cornwall.

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ACCOUNTS AND FEES

The Accounts Office is open daily from 9.00am to 4.00pm. The office is open throughout the year with the exception of two weeks over Christmas and New Year.

Fee bills for the next term are sent out as soon after the end of the previous term as possible so as to enable payment by the due date – before the first day of term. Parents wishing to spread the cost of fees may wish to use monthly direct debit, via the School Fee Plan company, details of which are available on our website.

For queries on fee bills, payments and instalment plans please contact 01872 242979 or bursar@trurohigh.co.uk.

Our current fees can be found on our website.

In order to ensure sound financial planning the School requires one full term's notice, should you wish to withdraw your daughter from the School. Where this is not given, the School will charge fees in lieu of notice. Notice should be made in writing or by email to the Headmistress (headmistress@trurohigh.co.uk).

In exceptional circumstances the School will accept 'rolling notice'. This allows parents to give notice without forfeiting their daughter's place at the School. 'Rolling notice' can run for a period of up to one year.

ALCOHOL

Pupils may not bring alcohol on to the School premises or consume alcohol on the School premises without express permission, and the laws of the land are to be observed by all pupils. There is a small number of events during the school year where pupils aged 16 or over may be offered a glass of wine under staff supervision.

Strict limits are placed on the amount pupils may drink, and wine is always accompanied by a meal. We believe this is part of the process of teaching pupils about adult life.

Pupils below the age of 16 may not drink alcohol at school events under any circumstances.

Our Alcohol Policy can be found on our website.

ASSEMBLIES

Prep School pupils have three assemblies each week:

Monday 8.50am - Prep School celebration assembly.

Tuesday 8.50am - Prep School meet for an assembly. Sometimes this is led by pupils and parents are invited when their daughter's class is involved. Dates are published on the website.

Wednesday, Thursday or Friday (on rotation) 8.50am - The Prep School joins the Senior School assembly.

Senior School assemblies take place on a Monday and either Wednesday, Thursday or Friday (on rotation) at 8.50am. Some assemblies contain an element of worship. If you have a particular concern about the religious content of an assembly, please contact the Headmistress.

ATTENDANCE AND ABSENCE

A calendar is published on our website in order to give parents and pupils as much notice as possible of future events.

Attendance

Attendance is compulsory during the working day Monday to Friday, 8.45am - 3.30pm (Pre- Prep) / 3.45pm (Prep and Senior). There are also certain events throughout the year, such as Open Morning, at which attendance of sections of the School is compulsory.

Registration

Morning registration is at 8.45am. There is a legal requirement for accurate registers to be kept by schools, not least in the interests of pupils' safety. Your co-operation in ensuring your daughter arrives in good time for registration is appreciated.

Lateness

A Senior School pupil who is late or fails to register repeatedly can expect detention or a letter home.

Lunchtime Absences

Absence from School is not normally allowed at lunchtime. Special requests to leave the school campus must be made to the Head of Prep or to the Deputy Head. Girls must ensure they sign in and out each time.

Illness

In the case of illness or other unforeseen absence please inform School Reception by 9.00am on the first day of absence and also on each subsequent day of absence, either by telephoning 01872 272830, Option 1, Option 1, Option 1 or emailing: absence@trurohigh.co.uk.

Unfit for PE/Games

If you consider your daughter is unable to take part in a Games or PE lesson, please ensure that she brings a note explaining why you do not wish her to participate. It is the School's general policy to ensure the fullest participation in such lessons, and even if a pupil is unable to take part she should attend the lesson.

Requests for Absence

Requests for absence for matters such as dentist or doctor appointments, university open days, interviews, etc. are the concern of the Head of Prep or the Deputy Head to whom correspondence should be addressed.

If a Sixth Form pupil has an appointment with the doctor or an appointment of a similar nature, she must negotiate this absence with the Heads of Sixth Form & Careers and any subject teacher who may be affected by her absence.

Driving lessons should never be arranged during periods when pupils have school commitments. Requests for absence, except those of a routine nature, should also be addressed to the Head of Prep or the Deputy Head who will usually consult with the Headmistress. We would ask that parents make such requests before making any bookings, purchasing tickets, etc. To aid in the process the following guidelines outline what is likely to be authorised and what is not:

Request for absence for family holiday

The School encourages families to take holidays wherever possible during our long holidays. However, we do understand that occasionally this is not possible and we do recognise the importance of family holidays for familial bonding. The School would expect to grant only one request per year per family and this should be of no more than a week's duration. Requests for pupils in Years 10-13 will not normally be authorised due to the demands of these examination year groups. Parents in all year groups need to ensure their daughters are in school for important annual events, such as school examinations.

Request for absence to attend other events

The School will not usually authorise absence to attend concerts, plays, sporting events as a spectator. We will usually authorise absence to take part in competitions, to compete in sport at a high level, or to participate in other pursuits, such as music, at a high level. Such authorisation is, however, subject to a pupil's academic commitments and progress and we would expect the frequency of requests to be kept to a minimum.

BEFORE SCHOOL AND AFTER SCHOOL CARE

Day pupils can arrive at school from 8.00am. They are expected to leave the site, except when there is a special event, by 6.00pm. If you need care for your daughter after 6.00pm, please contact School Reception who will make arrangements with the boarding house. There will be a charge for this.

If you are unable to arrive in time to collect your daughter as planned at the end of the school day, please telephone the School on 01872 272830. The direct lines for the Prep School may also be used: 01872 242913 (Head of Prep's Office) and 01872 242912 (Prep IT Room).

The School must be informed beforehand if an adult other than the parent is to collect a child, and the name of the person should be given. Once a child has been dismissed from School, responsibility for her safe conduct home lies with the parents.

PREP SCHOOL

Before School Care

Girls are able to come into the Prep School from 8.00am, when they will be supervised by a member of the Prep staff in the Prep ICT Room. 'Wake and Shake' and classroom activities start from 8.30am, although registration is not until 8.45am. If parents need to drop pupils off before 8.00am, they should contact the class teacher who will be able to make arrangements for supervision in the boarding house, for which there will be a charge. The School is unable to take responsibility for girls who are on the school site before 8.00am without prior arrangement.

After School Care

Reception, Prep 1 and Prep 2 girls are dismissed at 3.30pm by their class teachers, who will either hand the girls over to their parents at the classroom door or accompany them to meet their parents at the main Prep School entrance. Any girls in Pre-Prep who are attending the Prep School Homework Club will be taken to the library to be greeted by the Prep Club Supervisor.

Prep 3-6 girls are dismissed at 3.45pm by the teacher who has taught them the last lesson of the day. All girls who are not collected at 3.45pm go to the IT Room and will then attend Homework Club until collected (see below), unless they are attending a club or activity.

There is a Homework Club for Prep pupils which is held in the Prep ICT Room. This enables girls to stay at school each day under supervision until 6.00pm. They can be collected at any time until 6.00pm. There is no charge for this service.

There is also a range of after-school activities available to pupils. Your daughter should register with the supervisor of the Homework Club, where she will be given a drink and a snack before starting her activity. When the club finishes, all girls must return to the Prep ICT Room to sign out of Homework Club. If by any chance a club is cancelled at short notice, your daughter will automatically attend Homework Club until you collect her.

SENIOR SCHOOL

Before School Care

Senior pupils should go to their form rooms or to the library on arrival.

After School Care

Senior pupils are dismissed at 3.45pm. Pupils on site after 4.00pm should either be in a supervised activity or in Homework Club which runs from 4.00pm to 5.30pm in ICT 1. Pupils wishing to stay until 6.00pm may join the Prep School in the Prep ICT Room.

BUS ROUTES

The school currently runs minibuss services to and from Wadebridge, St Blazey, Helston, Winnard's Perch and Newquay as well as Truro railway station and the Royal Cornwall Hospital. Details of the routes, charges and booking forms are available on the school website.

BOARDING

Most pupils at Truro High School are day girls, but the School is home to around 50 boarders who come from across the UK and the world. The international boarders help to provide a global perspective to the School and certain international events, such as Chinese New Year, are celebrated in school each year.

The School offers full, weekly, flexi and occasional boarding. We can therefore often help out if parents need their daughter to board for a short period of time. If you would like more information about boarding, please contact our Head of Boarding, Dr Liz Dollins, on edollins@trurohigh.co.uk.

There is a separate parents' handbook for boarding which is available on our website.

CAREERS & WORK EXPERIENCE

Careers Education plays an important part in preparing pupils to make informed choices for their next steps beyond Truro High School. Through careers work in PSHE, tutor time, work experience and optional additional lunch time sessions, we enable pupils to develop a good understanding of themselves and how their strengths and interests will best translate into the ever diversifying world of work.

Our pupils have access to the most up-to-date information and advice about what options are available to them after their A Levels. This is delivered through our Careers Library resources, monthly careers taster talks, and a weekly careers advisory drop-in for all Year 9-13 pupils which is tailored to the needs of those who attend.

The majority of our pupils will go on to complete a university degree and we offer our pupils the opportunity to take part in Centigrade, an interest-based questionnaire that matches a girl's interests and abilities with Higher Education courses and institutions, thus making university research more focused and manageable. Each pupil will also receive a personalised advice work-booklet and have a 1:1 discussion with a Careers Adviser. We ensure that our pupils know the range of alternative opportunities available to them should they prefer to enter an apprenticeship programme in a corporate or vocational environment or gain professional training through the military.

It is clear that the world of work is undergoing great changes and that levels of competition for work experience and jobs are greater than ever before. We aim to guide our pupils as they build a winning CV which will give them the best chance of getting to where they want to be.

Current employment statistics show that having a 'career for life' is no longer an option for most and that people are more likely to have a number of varied and evolving jobs in their lifetime which will require a range of skills. We endeavour to facilitate the learning of these skills in our classrooms and in our wide range of extra-curricular activities, while making our pupils aware of how all of their experiences and activities can be transferred to their future roles and successes.

Work Experience is undertaken by pupils in Year 10 and Year 12 during the Summer term. The experience involves taking on the role of a young worker and engaging in work tasks, using and developing work skills, being involved in work processes and experiencing work environments. For further details of this exciting programme please contact Mrs Michelle Sharp, Head of Sixth Form & Careers by emailing msharp@trurohigh.co.uk.

CARS

No day pupil may drive a car or other vehicle to and from School, or on any other school activity, without the Head of Sixth Form's approval and the written consent of parents. No pupil may travel as a passenger in a car without the School's approval, the written permission of the passenger's parents and the driver's parents (if the driver is also a pupil, or under the age of 21).

Cars must be parked throughout the day in Green Lane. They may not be used during the school day without specific permission from the Head of Sixth Form.

Motorbikes, mopeds and scooters (up to 50cc)

These may be driven once the CBT driving test has been passed and permission has been sought from the Head of Sixth Form in the same way as for a car. All vehicles in this category must display L-plates and be parked as directed by the Bursar. No-one may ride as a passenger on these vehicles and they must not be available in any respect to use by any other pupil.

Boarders are not allowed to keep cars at school or to have the use of a car during term time.

CHAPLAINCY

As a Church of England school there is a moral and spiritual dimension to the School. The local parish priest is a regular visitor to the School and a strong supporter of us. They lead our church services, which are held once or twice a term, in the local

St John's Church. We also visit Truro Cathedral for services once a term.

There are weekly hymns and prayers in assemblies and the School has its own Christian forum, CLEA. We regularly invite members of other faith communities into school to speak to pupils as well.

The Bishop of Truro and the Dean of Truro Cathedral are *ex officio* members of our Governing Body. Although an Anglican school, through membership of the Methodist Independent Schools Trust, the school has strong Methodist connections. Methodist preachers and the Methodist chaplain of Truro School are regular visitors to assemblies.

COMMENDATIONS, AWARDS AND PRIZES

PREP SCHOOL

In the Prep School good behaviour, work, effort and participation are rewarded with house stars. The girls collect these in their homework diaries. There is a system of certificates and badges which are awarded in assembly when certain milestones are reached within the course of an academic year:

50 stars	Bronze Certificate
100 stars	Silver Certificate
150 stars	Gold Certificate
200 stars	Bronze Badge
250 stars	Silver Badge
300 stars	Gold Badge

In addition to this, when a pupil gains ten stars for themselves, they are awarded a points for their house.

Extra prizes are awarded each year at the Prep School Speech Day, which is held on the last day of the academic year. The prizes vary from year to year but are always chosen to recognise notable achievements and efforts across different areas of curriculum and school life. The majority of prizes are awarded to the girls who are in Prep 6, though some prizes are awarded to pupils in other year groups.

SENIOR SCHOOL

Pupils in the Senior School receive house points for the following:

1. Attitude to learning;
2. Progress/achievement in learning;
3. Resilience and resourcefulness;
4. Acts of kindness/helpfulness;
5. Punctuality;
6. Contribution to house events;
6. Representing the School.

House points go towards the inter-house competition and a cup is awarded at the end of the year. Certificates are also awarded to students each term.

A wide variety of prizes are awarded at our annual Speech Day at the end of the academic year. These include academic prizes, subject prizes, form prizes and prizes for overall effort and progress.

Throughout the year certificates, medals and trophies are awarded in weekly assemblies for achievements in sport, music, Duke of Edinburgh and a whole host of events and competitions.

CONCERNS AND COMPLAINTS

We hope that any difficulties which your daughter may experience can be dealt with by her talking to her teacher or tutor. If you need to raise a concern or make a complaint, please address it to her form tutor or class teacher in the first instance.

More serious complaints should be made to the Headmistress or the Head of Prep. Formal complaints should be made in writing to the Headmistress. You will receive a prompt written response.

Academic Concerns

If you have any concerns about your daughter's academic progress, then your first point of contact is her form tutor or class teacher.

Please either email or telephone him/her at School. Email addresses for all the teaching staff are available on the website.

Alternatively you can contact the Head of Prep, the Deputy Head or the Director of Teaching and Learning who are responsible for the academic, pastoral and disciplinary welfare of all pupils. If they are unable to deal with your concerns, they may refer you to the Headmistress.

Our Complaints Policy can be found on our website.

CONDUCT AND DISCIPLINE

We aim:

- to develop in children a sense of self discipline and an acceptance of responsibility for their own actions;
- to create conditions for an orderly community in which effective learning can take place, in which there is mutual respect between all members, and where there is proper concern for the environment.

We aim to achieve this within the framework of a relaxed, pleasant atmosphere, in which young people are encouraged to give of their best, both in the classroom and in extra-curricular activities and are stimulated to fulfil their potential. Truro High School prides itself on being a friendly and inclusive community, where girls can be themselves and develop their own talents and interests. In doing so, pupils are expected to abide by the laws of the land at all times and to exercise common sense.

PREP SCHOOL STEPS TO SUCCESS

We believe that good behaviour is established most effectively through the use of positive reinforcement and praise. We therefore encourage all children and staff to follow our five 'Steps to Success':

Be honest

Be polite

Be kind

Look after things

Use the Habits of Mind

The following systems are in place to reinforce these rules:

- Pre-Prep use the 'Golden Time' system and positive behaviour targets to encourage adhesion to the 'Steps to Success';
- Pre-Prep also use 'Circle Time' to address behaviour issues;
- Staff acknowledge orally examples of good work and behaviour;
- Throughout the Prep School stars are awarded for good behaviour and work;
- Older children are encouraged to act as role models for the younger children;
- Older children promote good behaviour through acting as monitors at lunchtime and playtime;
- Behaviour issues and 'Steps to Success' are often discussed and illustrated during assemblies;
- PSHEE sessions give opportunities to address issues;
- A 'troubles' box is available where children may post notes for the attention of the Head of Prep if someone has broken a rule.

Regular School Council meetings also give an opportunity for concerns to be expressed.

Senior School Rules

- Pupils should arrive in school by 8.40am for registration;
- Permission must be obtained in advance from the Deputy Head in the case of a holiday or unusual absence, or if a pupil needs to be absent for any part of the day or to leave school early;
- Pupils must have permission to leave the school site during the school day. Senior School pupils must sign out at reception and sign in again on return to the School;
- Maintenance staff huts are out of bounds at all times, as is the front of School. All roof spaces and roof areas are out of bounds and all areas where there is building work or development;
- Girls must look neat and tidy at all times and wear the prescribed uniform whilst in School and on the journey to and from School;
- No jewellery may be worn except for a watch, a necklace with a small religious symbol and one pair of simple studs or sleepers in the earlobes. Other jewellery will be confiscated. No parts of the body, apart from earlobes, may be pierced;
- Make up should be discreet and natural-looking;
- Hair must be tied back for practical lessons such as Science, PE and Food and should be a natural colour;
- Girls should keep the school environment clean and tidy by putting litter in bins, keeping walls and furniture clean and by taking care of equipment and displays;
- Food must not be taken out of the Dining Room. Eating and drinking is forbidden in the resource centres, laboratories, gym, swimming pool and all corridors and whilst walking round the School and in public places;
- Chewing gum should not be brought to School. Gum must not be chewed in School;
- Girls should act with courtesy and consideration towards other pupils;
- Girls will treat all staff at the School and each other with politeness and respect at all times;
- Conduct and language must always be moderated by consideration for others.

In a school community adults, whether staff or visitors, are never far away;

- Valuable property and large sums of money should not be brought to School;
- All possessions must be clearly marked with the owner's name;
- Mobile phones are only for emergency use. During the school day they should be switched off. Phones in use during the school day will be confiscated;
- Earpieces, headphones, etc. may not be worn or used except in the boarding houses, and then only in such a way as not to distract others;
- The use of social networking sites is not allowed during the school day. Boarders may access the sites in the evening back in their boarding house, subject to the restrictions of house rules;
- Girls must not take images (photographs or videos) of other pupils or staff without their consent;
- Girls must never share images of other pupil or staff without their consent (whether taken by them or someone else);
- Buying, selling, betting or gambling of any sort are not allowed;
- Pupils may not have in their possession weapons such as knives, air guns or pistols, fireworks or dangerous substances;
- The ignition of any sort of fire by pupils on school property is not allowed;
- Pupils should report immediately to a member of staff any hazard, danger, potential danger or near miss;
- Pupils should alert a member of staff to the presence on the school site of any stranger(s);
- No pupils should act in a way which endangers others or which causes, or risks causing, damage or loss.

PREP SCHOOL SANCTIONS

When the 'Steps to Success' are violated there are a range of sanctions which staff members might choose to impose:

- A verbal reprimand;
- An oral or written apology to the teacher or child affected;
- Playtime may be missed to enable work to be finished or as a sanction. Children may also be asked to make good any damage that they might have done;
- A warning that parents will be informed if the behaviour does not improve;
- A meeting with parents either with or without the child present;
- In extreme cases, if the behaviour does not improve, with the parents' knowledge, the child will be sent to the Head of Prep or Headmistress who will decide on the most appropriate course of action.

This list of sanctions would normally be followed in order, with many incidents never going beyond the first bullet point. The starting point for the sanctions to be administered would depend on the severity and regularity of the misdemeanours. When more than one child is involved and the interpretations of an event differ, then every effort will be made to try to find the truth. If this still remains unclear, then the adults involved will use their professional judgment to come to a conclusion.

SENIOR SCHOOL SANCTIONS

If a pupil's behaviour in class is persistently unacceptable or if homework is inadequately done, a report card may be issued which the parent or houseparent will have a chance to check every day and sign. A pupil may also be put in detention after school or at lunchtime for poor or late work (but staff will normally require extra work, etc. prior to imposing this).

Day parents are informed the day before. Three consecutive subject/faculty detentions or warnings will lead to an after-school detention. The form tutor will check that work is done adequately and on time.

The boarding houses also have their own set of sanctions and rewards, which are outlined in the Boarding Handbook. Gating is a sanction imposed for more serious offences committed by boarders.

Serious breaches of school rules may lead to temporary or permanent exclusion from school. The following are all regarded as serious breaches of discipline:

- Theft (which includes unpermitted 'borrowing' from a locker, etc.);
- Bullying, verbal or physical;
- Smoking or consuming alcohol;
- Sexual impropriety;
- The abuse of drugs, aerosols or solvents, 'legal highs', etc.;
- The misuse of motor vehicles;
- The misuse of email/internet/school computing facilities;
- Tampering with fire prevention systems;
- The refusal to accept the authority of the Headmistress or staff.

Exclusion is the preserve of the Headmistress and is only arrived at with the involvement of parents. The School's Exclusion Policy is found in Appendix 1 of the Rewards and Sanctions Policy, which is published on the School's website.

SIXTH FORM

Sixth Form pupils are expected to abide by Senior School Rules, but they are entitled to certain privileges. Punctual attendance daily is required.

Registration is at 8.45am in the Sixth Form Centre. If pupils have a block of free periods after 2.00pm they are at liberty to leave the school premises, provided that they have fulfilled or intend to fulfil all their school commitments on that day. Pupils must sign out at Main Reception. They must see the Head of Sixth Form & Careers if in doubt about their individual situation. During free periods Sixth Form pupils are expected to work in the Sixth Form Centre, ICT rooms or Library.

CODE OF CONDUCT FOR PARENTS, GUARDIANS AND VISITORS

This Code of Conduct is an unsigned agreement between parents, guardians, visitors and Truro High School. All members of the School community, most particularly staff, governors and parents, recognise the partnership at the heart of a successful education and all are encouraged to participate fully in the life of our school.

Excellent behaviour and discipline are key foundations of an outstanding education and such expectations extend beyond

the pupil body. For this partnership to be effective therefore all members of the community must respect the school's values, and consistently endeavour at all times to set the highest example to our pupils.

It is also recognised that the governors and senior leaders of the school have a duty of care to all members of the community to ensure a safe environment in which staff can commit to the education of pupils without unreasonable distraction or threat.

The purpose of this Code of Conduct is to clarify expectations around the conduct and behaviour of all parents, guardians and visitors to Truro High School and is designed to provide a framework within which partnership can flourish in the best interests of our pupils.

Whilst Truro High Schools routinely enjoys excellent positive relationships within the community, this code aims to ensure clarity for the extremely rare occasions where this might not be the case.

This Code also aims to state clearly the types of behaviour that cannot be tolerated in any and all areas of activity and sets out briefly the actions the school can take should breaches occur.

General Expectations:

- Respect the aims, ethos and values of our school
- Work together with staff for the benefit of pupils
- Treat all members of the community with respect
- Approach the school to help resolve any concerns
- Actively promote good behaviour at all times
- Respect the judgements of match officials

Behaviour that cannot be tolerated:

- Disruptive behaviour that interferes or threatens to interfere with any school operation
- Combative, aggressive or offensive language or displays of anger, including raising one's voice.
- Threatening behaviour directed at any member of the school community, including behaviour usually considered physically intimidating, e.g. standing unnecessarily close
- Harassment of any member of the school community
- Damaging or destroying school property
- Sending abusive, aggressive or threatening emails or text/voicemail/phone messages or other written communications to anyone within the school community
- Defamatory, offensive or derogatory comments regarding the school or any members of its community on any social media sites*
- Approaching another parent's child to discuss the actions of this child towards their own
- Any behaviour deemed as inappropriate by the head and chair of governors

* the school expects common sense in the use of social media and any issues or concerns regarding the school should never be shared on social media but passed through the appropriate channels in order to seek a timely resolution. It is considered unacceptable to attack any member of the school community through social media.

Breaches of the Code

Should any member of the school community have concerns regarding the behaviour and conduct of another member of the community, this should be raised with a member of the Senior Leadership Team.

Should any breach of the Code occur on school premises or in connection with the school, the school will investigate, may take legal advice, and may contact the appropriate authorities. The school reserves the right to ban the offending individual or group from entering school premises. The agreed parent contract allows for the school to ask parents to remove their children from the school if appropriate resolution cannot be found.

Specifically, should any parent have concerns regarding the behaviour and conduct of any other parent, this should be raised with a member of the senior leadership team. It should be noted, however, that it is not the place of the school to mediate relationships between parents. Concerns of this nature fall outside the scope of the school complaints policy, though should a member of the community feel that the school has failed to act appropriately, a complaint may be lodged against the school in accordance with the complaints policy.

CONTACT DETAILS

The School's address is:

Truro High School for Girls
Falmouth Road
Truro
TR1 2HU
Cornwall
UK

MAIN RECEPTION

The School's main reception is manned during term time from 8.00am to 4.30pm, Monday to Friday. The receptionist can be contacted on: reception@trurohigh.co.uk or 01872 272830. They will either be able to answer any queries you have or put you in touch with the person who can.

Telephone calls to this main school number go through to the automated system where you can select the option most relevant to you, or you can dial '0' to go straight through to the receptionist.

CONTACTING TEACHERS

Parents are welcome to make an appointment to see the form tutor or class teacher at any time. Similarly, they will contact the parents should they deem it necessary at any time during the year. The Head of Learning Support will also arrange review meetings for the parents of particular pupils.

Email addresses for all members of teaching staff are available on the school website.

OTHER USEFUL CONTACTS

Mrs Katie Hinks, Head of Prep School
01872 242913
khinks@trurohigh.co.uk

Prep Homework Club
01872 242912

Mrs Jo Norriss, Headmistress' Executive Assistant
01872 242902
headsPA@trurohigh.co.uk

Mrs Sarah Matthews, Headmistress
headmistress@trurohigh.co.uk

Ms Deb Freeman, Deputy Head
01872 242906
dfreeman@trurohigh.co.uk

Mrs Jo House, Director of Teaching & Learning
01872 242980
jhouse@trurohigh.co.uk

Mrs Michelle Sharp, Head of Sixth Form & Careers
01872 242937
msharp@trurohigh.co.uk

Mr John Craze, Head of Co-Curricular & Outdoor Education
jcraze@trurohigh.co.uk

Mrs Rachel Westley, Learning Support & EAL
01872 242911
rwestley@trurohigh.co.uk

Accounts Office
01872 242909
accountant@trurohigh.co.uk

Mrs Sarah Budd, Bursar
01872 242979
bursar@trurohigh.co.uk

Mrs Sarah Lillicrap, Director of Communications
01872 242978
slillicrap@trurohigh.co.uk

Dr Liz Dollins, Dalvenie House
01872 242924
edollins@trurohigh.co.uk

Mrs Kate Roberts, Rashleigh House
01872 242918
kroberts@trurohigh.co.uk

Mrs Dawn Kingston, Health Centre
01872 242928
schoolnurse@trurohigh.co.uk
07553 239310

Ms Kat Barbery-Redd, Sport
kbarbery-redd@trurohigh.co.uk

Mr Rob Norman, Music
rnorman@trurohigh.co.uk

Second Hand Uniform Shop
01872 242904
secondhandshop@trurohigh.co.uk



CURRICULUM OVERVIEW

At Truro High School we offer a broad, balanced and relevant curriculum, and extra-curricular opportunities which extend beyond the confines of the National Curriculum. We strive to equip all pupils with the necessary intellectual, physical, cultural, spiritual, emotional and moral skills to enable them to enter the adult world with confidence, honesty and a sense of purpose.

The subjects followed in each year group are listed below and further information about each can be found on the school website under 'Subjects'.

PREP SCHOOL CURRICULUM

Subject	Pre-Prep	Prep 3	Prep 4	Prep 5	Prep 6
English	X	X	X	X	X
Mathematics	X	X	X	X	X
Science	X	X	X	X	X
Computing	X	X	X	X	X
Humanities	X	X	X	X	X
Religious Education	X	X	X	X	X
French	X	X	X		
Spanish				X	
Latin					X
Drama	X	X	X	X	X
Dance				X	X
Food & Nutrition					X
Personal, Social, Health and Economic Education	X	X	X	X	X
Outdoor Learning	X				
Big Thinking	X	X	X	X	X

SENIOR SCHOOL CURRICULUM

Subject	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11
English	X	X	X	X	X
Mathematics	X	X	X	X	X
Biology	X	X	X	X	X
Chemistry	X	X	X	X	X
Physics	X	X	X	X	X
French	X	O	O	O	O
Spanish	X	O	O	O	O
Latin/ Classical Civilisation	X	O	O	O	O
Religious Philosophy ¹	X	X	X	X	X
Business Studies	-	-	-	O	O
Geography	X	X	O	O	O
History	X	X	O	O	O
ICT & Computing	X	X	O	O	O
Art & Design	X	X	O	O	O
Drama	X	X	O	O	O
Food & Nutrition	X	X	O	O	O
Music	X	X	O	O	O
Textiles	X	X	O	O	O
Physical Education ²	X	X	X	X	X
Personal, Social, Health and Economic Education	X	X	X	X	X

X= compulsory subject **O** = optional subject

1: pupils choose either the short course or the full course for GCSE (Years 10-11)

2: GCSE PE is available as an optional subject in Years 10-11; this is in addition to compulsory curriculum PE

SIXTH FORM CURRICULUM

In Years 12 and 13 pupils choose three or four A Level subjects from the following list. They generally have a free choice, though occasionally timetable constraints mean a particular option is unable to be offered to an individual pupils.

Art
Biology
Business Studies
Chemistry
English Literature
Food and Nutrition (Level 3 BTEC)
French
Geography
History
Latin/Classical Civilisation
Mathematics/Further Mathematics
Music
Physical Education
Philosophy
Physics
Psychology
Spanish
Textiles
Theatre Studies

In addition, all Sixth Form pupils attend weekly enrichment sessions, where they have the option to take part in a range of exciting and diverse activities. Many pupils also choose to take the Extended Project Qualification.

COUNSELLING AND SUPPORT

Truro High School prides itself on being a friendly and caring community. This is perceived by parents and pupils as being a significant strength and one of the prime reasons for choosing us as a school. Integral to the high quality pastoral care is the role of the tutors, the teachers, and the support staff involved in the care of the pupils. As a caring community, with Christian ideals, we value each pupil as an individual.

There are three levels of support of pupils needing further help:

LEVEL ONE – STAFF SUPPORT

This might be a one-to-one chat with a class teacher, a form tutor or a senior member of staff; the Deputy Head or the Headmistress may be involved in certain cases. Girls are encouraged to seek support from staff if they have concerns or worries.

LEVEL TWO – FORMAL COUNSELLING

The School has its own visiting counsellor who can provide short-term support to pupils. Referrals to her are made by the School Nurse.

Boarders also have access to an independent listener, whose details are displayed prominently in the boarding houses.

LEVEL THREE – SPECIALIST COUNSELLING SERVICES

These are accessed through referrals for serious, long-term issues via the School Nurse or school doctor.

CYCLING

No cycling is permitted within the school grounds. Senior School pupils are permitted to cycle to school with their parents' permission. Cycles must be fully roadworthy and padlocked when not in use. Helmets and reflective strips or clothing are strongly recommended. On no account should a pupil ever touch or tamper with a bicycle that does not belong to her.

Pupils must never ride as a passenger on a bicycle.

DAILY ROUTINE

PREP SCHOOL

8.00am - 8.30am	Breakfast Club, Prep/ICT Room
8.30am	Girls to classroom or Prep Hall for Wake and Shake
8.50am - 9.05am	Assembly (Mondays, Tuesdays & either Wednesday, Thursday or Friday on rotation)
9.05am - 10.05am	Lesson 1
10.05am - 10.25am	Break time
10.25am - 11.25am	Lesson 2
11.25am - 12.05pm	Lesson 3
12.05pm - 1.10pm	Lunch Clubs
1.10pm - 1.30pm	Clubs or return to classrooms
1.30pm - 2.30pm	Lesson 4
2.30pm - 2.45pm	Break time
2.45pm - 3.30pm	Lesson 5 (Pre-Prep)
2.45pm - 3.45pm	Lesson 5 (Prep 3 - Prep 6)
3.45pm - 6.00pm	Homework Club/Clubs

SENIOR SCHOOL

7.15am	Wake up call for boarders
8.00am	Day pupils can arrive
	Boarders' breakfast
8.45am - 9.05am	Registration / Assembly (Mondays & either Wednesday, Thursday or Friday on rotation)
9.05am - 10.05am	Period 1
10.05am - 10.25am	Break time
10.25am - 11.25am	Lesson 2
11.25am - 12.30pm	Lesson 3
12.30pm - 1.30pm	Lunch/Rehearsals/Clubs
1.30pm - 1.40pm	Registration
1.40pm - 2.40pm	Lesson 4
2.45pm - 3.45pm	Lesson 5
3.45pm - 5.30pm	Homework Club/ Sports practices Rehearsals/Activities/Clubs
5.30pm	Day pupils are expected to have left the school grounds, except those involved in evening activities/events or to join Prep School Homework Club
6.30pm - 8.30pm	Prep for boarders
11.00pm	Boarding Houses locked and alarmed

DRUGS

Truro High School has a zero tolerance approach towards the possession and/or use of illegal drugs.

Our Drugs and Substances Policy can be found on our website.

DUKE OF EDINBURGH'S AWARD SCHEME

The School runs the Duke of Edinburgh's Award Scheme at Bronze, Silver and Gold levels. Pupils enter Bronze in Year 9, Silver in Year 10 and Gold in the Sixth Form. There is a charge for taking part which covers the cost of entry and expeditions.

The School has a Duke of Edinburgh Award Policy which is available on request. For further information please contact main school reception by calling 01872 272830 or emailing reception@trurohigh.co.uk

E-SAFETY

Prep School pupils are always supervised when they are using school computers. There is a programme of E-safety lessons built into the Computing curriculum and the subject is also covered during assemblies and PSHE lessons. At the beginning of each academic year form tutors in the Senior School go through the School's Acceptable Use Policy with pupils.

Pupils are also reminded of this policy each time they log on to a school computer. A copy of the policy is available on request.

E-safety and cyber-bullying are issues which face all teenagers in the modern world. As such, the School has a duty to provide help, guidance and support to pupils on these. They are dealt with as part of our PSHE programme.

Our Online Safety and Mobile Devices Policy is available on our website.

ELECTRICAL EQUIPMENT

By law all electrical items brought onto school premises for use are subject to a PAT electrical check. Day pupils below the Sixth Form should not bring electrical equipment to School. House

Parents or the Head of Sixth Form & Careers must be informed about any such items that are brought into the School.

English as an Additional Language

The School has a specialist English as an Additional Language (EAL) teacher who offers lessons to all pupils for whom English is not the first language. There is an additional charge for such lessons. Our EAL Policy is available on our website. For further information please contact Mrs Rachel Westley, Head of Learning Support, on rwestley@trurohigh.co.uk.

EXTRA-CURRICULAR ACTIVITIES

We offer a full and varied programme of extracurricular activities before school, during lunchtimes and after school, which is updated and published at the start of each term and is available on our website.

PREP SCHOOL

A limited number of clubs are open to girls in Pre-Prep but the majority of them become available for girls from Prep 3

upwards. For Prep School girls a list of available activities is sent home at the beginning of each term and parents are asked to indicate which clubs their daughter will be attending and then sign and return this form. There is a cost associated with some clubs. Girls are encouraged to try out as many extra-curricular clubs as possible and every effort is made to avoid clashes and to enable them to participate in all of the activities they choose. Although club membership is entirely voluntary, girls are expected to attend a club regularly for the term once they have committed to it.

SENIOR SCHOOL

We expect all pupils in Years 7-9 to take part in at least one extra-curricular activity each term to broaden and develop their interests. Pupils in Years 10-13 are also encouraged to further their interests by attending and increasingly taking on roles of responsibility in school clubs and societies.

BOARDERS

There is a programme of weekend outings for boarders, which is available on our website. Most outings are included in the school fees, though occasionally an additional charge is made. In such circumstances parents' permission is always sought in advance.

FORM TUTORS

PREP SCHOOL

From Reception through to Prep 5 the majority of lessons will be taught by the class teacher, who will be responsible for the overall academic and pastoral care of your daughter. In Prep 6 pupils are taught by a wide range of specialist staff, but the class teacher is still the first port of call for any queries, both academic and pastoral.

SENIOR SCHOOL

The form tutor is central in both caring for pupils and, crucially, monitoring their progress both academically and socially during their time at Truro High School. The form tutor will be aware of friendship patterns, family structures, leisure interests, contents of pupil records, social development, problems at home/school and relationships with other pupils and staff.

The form tutor will encourage involvement, commitment, and high standards of work and behaviour from all members of the form and will be active in looking after the interests of the 'whole child'.

In many cases the class teacher or form tutor will be the first point of contact for parents and we encourage all parents to foster close links with them. Email addresses of all teachers are available on our website.

GOVERNORS

Like most schools, Truro High School has a Board of Governors who are responsible for determining the aims and overall strategic direction of the School. In conjunction with the senior leadership, it sets and reviews the policies, plans and procedures that will ensure the best possible education for present and future pupils of the School. The Governing Body is responsible for ensuring the proper control of the School's finances. It is also responsible for ensuring compliance with regulation, with the guidance of the Charity Commission and with the law, including the Companies Act 2006. The current Chair of Governors is

Mr John Keast. He and any other governor can be contacted by email on governors@trurohigh.co.uk or by post (c/o the Clerk to the Governors at the main school address).

A list of Governors, together with brief biographies, is available on the School's website.

HAIR

PREP SCHOOL

Hair must be tied back for practical lessons such as Science, PE and Food

SENIOR SCHOOL

Hair must be tied back for practical lessons such as Science, PE and Food

It is important that hair does not constitute a hazard in any activities which pupils undertake at School.

HEALTH CENTRE

The School maintains well-equipped medical and first aid services during term time. The Health Centre is on the ground floor of Dalvenie House by the Dining Room. It is staffed by a qualified nurse from 8:30am to 4.00pm, Monday to Friday. Outside these hours the nurse is on call for advice, unexpected illness or emergencies amongst the boarding community.

The School Nurse will assess any sick or injured child and, providing the School Medical Questionnaire has been completed, basic first aid and paracetamol will be given if necessary and if consent has been given. For day pupils, a letter informing parents of what has occurred will then be sent home by hand and by post, or email and a phone call will be made if necessary.

If a pupil becomes unwell or injures themselves whilst in the School, she must report initially to Main Reception. The receptionist will contact the Health Centre, and the school nurse will initiate treatment. Parents or house staff will be contacted where appropriate.

HEALTH CHECKS

Prep 1 pupils are offered a hearing test through the Royal Cornwall Hospital's Audiology Department. Parents will be informed of this in advance and asked to give their permission. It is a requirement of entry that a medical information card is completed. These cards are kept for reference by the School Nurse and are confidential to Health Centre staff. The information enables them to give informed care should your child ever need medical help during the school day and makes them aware of pupils' individual medical needs. This applies equally to boarding and day children. This health card is in addition to the consent and medical details required for trips away from the School to which teaching staff have access.

It is the School's policy that the School Nurse medically examines all senior day and boarding pupils during their first year at the School.

HIGHER EDUCATION

Pupils are given a great deal of support and guidance as they start to consider higher education options. Below the Sixth Form careers and higher education form an important part of the PSHE curriculum. Preparation sessions and support for pupils considering a career in Medicine or Veterinary Science start in Year 10. Guidance and support form an important component of the Sixth Form curriculum. Pupils are guided through the whole higher education process by their Sixth Form tutor, subject teachers and the Head of Sixth Form & Careers.

For further information on higher education guidance and support please contact the Head of Sixth Form & Careers.

HOLIDAY WORK

PREP SCHOOL

The girls at Truro High Prep School work very hard during the term time and many of them have very busy holidays. It is therefore not our policy to give holiday work. However, on occasions, project work may extend over a holiday period and sometimes suggestions may be made for voluntary activities to be completed over the holiday. Girls are encouraged to bring in work that they have completed at home during the holidays and share it with their classmates. Appropriate praise and rewards will be given in the form of stars which count towards House Points.

SENIOR SCHOOL

Pupils in Years 7-9 will not routinely be set homework during holidays, though from time to time they may be set project work. Subjects whose lessons fall on the last day before a holiday may still set a regular homework as during term time. Pupils in Year 10-13 can expect homework, given they are preparing for public examinations.

Homework

PREP SCHOOL

We believe that home learning should be enjoyable and manageable for all concerned. Prep School home learning is divided into compulsory and optional tasks to allow the flexibility to suit each family's circumstances. Compulsory home learning consists of the activities that we consider to have the maximum impact on children's learning; Reading, Spelling and Mental Mathematics. All other home learning will be optional and child initiated as we believe it should inspire further learning and interest.

Teachers allocate consolidation Maths work on the online platform ActiveLearn, or in another form, which girls can choose to do if they feel they need that extra bit of consolidation to embed their learning. In addition to this, girls will be enrolled on a coding course, in Touch Typing Club and Sumdog which they can work on independently at home or at school.

Other tasks are in the form of longer-term projects on topics chosen by the girls themselves. These tasks are optional although Prep 6 pupils are expected to complete at least one project-based task each term.

SENIOR SCHOOL

Each pupil in Years 7-9 has a homework timetable indicating which homework task is to be done each evening. In Year 7 there will be two or three 20-minute homework tasks, with increasing amounts in Years 8 and 9. In Years 10 and 11 there will be one

hour per subject, per week, together with an expectation to meet coursework and controlled assessment deadlines. Each pupil has a homework diary (called a Prep Diary) in which to record their homework.

In the Sixth Form pupils have a greater responsibility for organising their own work and for completing assignments, both large and small, by the appropriate time.

HOUSES

There are four houses – Benson, Hedley, Tremayne and Trevosa – each with their own distinctive colour. Every pupil is assigned to one of these houses on first entry to the School.

Pupils stay with this house throughout their time at Truro High School. Members of staff are also assigned to houses. Each house has two House Prefects from amongst the Sixth Form and a Senior School staff member as Head of House.

In the Prep School charts are kept recording house points gained through house stars awarded to individuals and through inter-house activities. A trophy is awarded termly to the house with the most points for that term.

Pupils in the Senior School receive house points for the following:

1. Attitude to learning;
2. Progress/achievement in learning;
3. Resilience and resourcefulness;
4. Acts of kindness/helpfulness;
5. Punctuality;
6. Contribution to house events;
6. Representing the School.

There are a number of inter-house competitions which take place each year. These will usually include a swimming gala, sports day, cross country, various team sports, problem solving activities, and art and craft competitions.

The House Cup is awarded at the end of each academic year to the house which has collected the most house points across the whole school.

INDUCTION OF NEW PUPILS

Every pupil new to the School will have the special help and attention of a 'buddy' or fellow pupil who will be responsible for making sure that she is able to find all the places necessary to her, as well as the staff, and know the routines of the school day. In addition to this, each pupil is made aware of all those who are able to help in matters great or small: teachers, form tutors, school nurse, prefects and others. We believe all these things help our new pupils to settle in quickly and happily.

New international boarders have a three-day induction which takes place before the start of the Michaelmas term. The programme is designed to help the girls settle into their new surroundings, get used to the practicalities of boarding life and prepare for their first day of school. It is a fun and useful way for staff and boarders to get to know each other and much emphasis is put on ice breaker games, local trips and gentle evening entertainments. By the time School starts, girls have their uniforms arranged, have been introduced to their tutors,

know their way around the School and have a brand new group of friends with whom to swap first day stories.

INSURANCE

Although the School has all the necessary cover that is legally required for the girls whilst they are in School, as with most schools this does not extend to the personal effects of day pupils. Please contact the Bursar if you would like further details.

JEWELLERY

PREP SCHOOL

The wearing of jewellery by girls is not allowed, apart from simple studs (one in each ear) for pierced ears, a simple gold or silver chain or small pendant and watches.

SENIOR SCHOOL

No jewellery should be worn except for a watch, a simple gold or silver chain or small pendant and one pair of simple studs or sleepers in the earlobes. Other jewellery will be confiscated. No parts of the body, apart from earlobes, may be pierced.

LEARNING SUPPORT

Truro High School has a specialist department of experienced and qualified teachers trained to support girls with dyslexia and other specific learning difficulties. All pupils who attend for individual lessons are assessed using a variety of standardised tests to provide a learning profile for them. They will then follow an individual, multi-sensory, structured, cumulative programme. Study skills and revision techniques are also covered. In addition to curriculum and study support, the department promotes an 'open door' policy where pupils are welcome to come in and chat.

All new pupils to the Senior School are screened for dyslexia using specialist software during their first term at the School.

Overseas pupils who may require EAL are assessed on entry to the School and lessons are scheduled to provide support at the correct level. Lessons are normally within small groups and pupils work towards the First Certificate in English and GCSE English or IELTS.

For Learning Support lesson charges please see the fees page on the School's website.

Our Learning Support Policy can be found on our website.

LIBRARY

PREP SCHOOL

The Prep School has its own library largely run by the older Prep School pupils under the supervision of staff. All girls are encouraged to use it and borrow books from it. The library benefits each year from the annual Prep School Book Fair, which is a popular event with both staff and children. Prep 6 are also able to use the Senior Library.

SENIOR SCHOOL

The Senior School Library is an integral part of school life, housing a collection of over 20,000 books, journals, periodicals and DVDs. As well as supporting the academic curriculum and independent learning, the library also encourages reading for pleasure and social engagement with book groups, popular games and competitions. The library is a valuable resource used by both pupils and teachers.

LOST PROPERTY

PREP SCHOOL

All property should be clearly labelled with the child's name in order to ensure that mislaid items are returned as quickly as possible. Lost property in the Prep School is collected in a box in the cloakroom. Girls and parents are welcome to look through this at any time to search for specific items. The box is emptied periodically and the contents displayed in an effort to return as many items as possible to their owners. If parents are concerned about particular items of lost property they should alert any member of Prep staff and a specific search will be launched.

SENIOR SCHOOL

All girls in Years 7-11 are provided with a locker for the storage of spare books and sports kit. These lockers are able to be padlocked for security. Girls are asked not to leave their possessions lying around the campus, nor should they leave items in the changing areas. We ask that all property be clearly named, as this helps staff to return any lost things promptly. Unnamed items are put out regularly in the foyer, so that they can be reclaimed. We do not encourage girls to bring valuable items into School and they must take responsibility for these, should they choose to do so. If an important item cannot be found, a girl may ask her tutor to put a notice on the School's electronic noticeboard on her behalf.

MATCHES

Girls compete against other local schools, as well as sometimes further afield. Parents are warmly invited to support our sports teams. Details and consent forms are given to the girls who attend these clubs if they are chosen to play in a match.

An up-to-date sports fixture list is available on our website.

Any queries can be directed to our Director of PE, Miss Kat Barbery-Redd, on kbarbery-redd@trurohigh.co.uk

MEALS

Lunch is included within the cost of the fees for day girls, and all meals are included for boarders. It is compulsory for the girls to attend lunch. When a commitment prevents this, arrangements will be made for a packed lunch.

All meals at Truro High School are taken in our Dining Room. Our catering department is outsourced to Sodexo, who produce high quality, healthy food. A three-week menu is published in advance and the menu is available on our website.

If your child has special dietary requirements please contact the School Nurse, Head of Prep or Deputy Head.

Day pupils are able to attend breakfast or supper by prior arrangement. There is an additional charge for this.

MEDICATION

Medication brought to School should be named, and should be in the receptacle that it was administered in. It must be accompanied by full, clear instructions regarding its administration, together with a signed, dated request that it be administered in school, as specified, to the named pupil. It must be handed into the School Nurse to store and administer.

When medication is to be collected at the end of the day, it should be by the pupil (Senior School/Day Girls only) or Head of Boarding, Prep teacher or parent from the School Nurse.

No medication other than inhalers should be carried about in school by a child or left in the cloakroom.

The staff and the School Nurse will refuse to administer any medication that is not properly labelled with the appropriate instructions.

MOBILE PHONES

We understand that many pupils will want to bring mobile phones to School. In the Prep School pupils are not allowed mobile phones with them during the school day.

If they do need to bring one into School, it should be given to their classroom teacher for safe keeping during the day.

In the Senior School mobile phones must be switched off and out of sight during the school day (8.45am - 3.45pm). Sixth Form pupils are permitted to use mobile phones in the Sixth Form Centre. Any misuse of mobile phones is liable to lead to the phone being removed from the pupil.

If a student needs to call a parent during the school day, they may go to Main Reception and ask to use the phone there. Equally, the school receptionist is always happy to pass on messages from parents to pupils. You can call the school reception on 01872 272 830.

MUSIC TUITION

Individual instrumental and singing lessons are available to all pupils. Requests for lessons and their cost should be sent in writing or emailed to Mr Rob Norman, our Director of Music, on rnorman@trurohigh.co.uk. After an initial 'trial' term the School expects one term's notice in writing if lessons are to cease. Music teachers will usually charge a term's fees in lieu of insufficient notice. This arrangement is designed to protect the visiting teachers, who cannot normally replace pupils at short notice. It is essential that pupils' instruments are clearly marked on the inside and outside of the case. Music reports will be written in the Summer term.

NOTICE

See Accounts & Fees above.

PARENTS' MEETINGS

Parents' meetings take place for each year group on one or two occasions each academic year. It is an opportunity for parents to discuss their daughter's progress with her teachers. In the Senior School pupils usually attend the meetings with their parents. Senior School meetings take place in the Main Hall, while Prep School meetings take place in individual classrooms or the Prep Hall.

PARENT-TEACHER ASSOCIATION

The PTA is the parents' group which covers both the Prep and Senior Schools. All those with parental responsibility are automatically members. The AGM is held in the first few weeks of the Summer term each year. Details of meetings are advertised in the School's weekly bulletin which is sent to parents every Friday.

You can contact the PTA by email on pta@trurohigh.co.uk.

A PTA fee of £15 is levied annually on the school bill of each family. If you would like to opt out, please contact the Accounts Department.

PEER ON PEER ABUSE POLICY

Bullying is not tolerated at Truro High School. Pupils should report any incidents to a member of staff, who will ensure that the matter is fully investigated. A girl who deliberately causes unhappiness to others must expect to be dealt with firmly. Serious incidents will be recorded and reported to the Headmistress.

We expect girls to be loyal to their friends and contemporaries and they should support each other by reporting any instances of bullying, or saying if they believe that another girl is at risk. Bullying includes cyberbullying and the School will, within the parameters of statutory guidance, investigate and take action against cyberbullies even when incidents have not taken place on school premises. Our Peer on Peer Abuse Policy can be found on our website.

PERSONAL POSSESSIONS

The School cannot be held responsible for any possessions, including money or valuables, which are mislaid, lost or stolen. Lending and borrowing money, buying or selling or exchanging personal possessions are allowed only with the permission of form tutors. Money should be kept on the person of the pupil or lodged with form tutors. Boarders in Year 11 and below are advised to 'bank' pocket money with their House Staff. Money or valuables must not be left unattended in bags or blazers and when not on the person of the pupil should be kept under 'lock and key' in lockers or other suitable storage.

PREP SCHOOL

Girls have drawers in their classrooms to store personal possessions. They are also allocated a hook in the cloakroom for outdoor and sports clothing. All such clothing should be clearly marked with their names. If a precious item has to be brought to School for any reason, it should be given to their teacher for safekeeping.

SENIOR SCHOOL

All pupils in Years 7-11 are allocated a lockable locker provided for the storage of books and personal possessions. Sixth Form pupils are allocated storage space within the Sixth Form Centre.

PERSONAL, SOCIAL, HEALTH AND ECONOMIC EDUCATION (PSHE)

PSHE education is a planned programme of learning through which children and young people acquire the knowledge, understanding and skills they need to manage their lives now and in the future. As part of a whole school approach, PSHE develops the qualities and attributes pupils need to thrive as individuals, family members and members of society.

Truro High School recognises and nurtures each pupil as a unique person. We are dedicated to developing in our pupils the qualities and skills necessary to become safe, healthy, confident, self-motivated and independent individuals prepared for the responsibilities of adult life and their own economic well-being.

PREP SCHOOL

In Prep School a comprehensive PSHE programme covers many aspects of the spiritual, moral, social and cultural development of the pupil.

SENIOR SCHOOL

In Years 7-11 PSHE lessons are taught weekly on a Wednesday afternoon and are delivered by the form tutors, the school nurse, guest speakers and topic specialists. They cover a wide range of topics including alcohol and drug awareness, sex and relationships and fundamental British values.

For further details of the PSHE programme in Years 7-13, please contact Mrs Philippa Murray on pmurray@trurohigh.co.uk

SIXTH FORM

The Sixth Form PSHE programme aims to give the girls the opportunity to develop both educationally, emotionally and physically. PSHE is compulsory and will be vital to enable us to guide pupils through all aspects of Sixth Form life.

The programme includes workshops on personal statements, UCAS, student finance, interviews and university preparation. It will also include self-assessment and tutor reviews, workshops to help with the EPQ, self-defence, cookery and other activities. The programme also introduces the girls to new physical activities and ways of alleviating and controlling stress which will help them live a balanced, active and healthy lifestyle.

Through tutor reviews and tracking, tutors are able to monitor both the personal and academic development of the girls as well looking after their general well-being.

PLAGIARISM

Plagiarism is using the work of others without acknowledgement. It can include copying, paraphrasing and presenting other people's ideas and theories as one's own.

Pupils are taught about plagiarism at Truro High School and, as a practice, it is not tolerated. Senior School pupils can expect to be asked to redo plagiarised work and further sanctions may be applied for repeat offenders. Plagiarism within coursework is a particularly serious offence and will be dealt with by the Deputy Head.

PREP DIARY

Every pupil is given a prep diary in which they should record their homework and other diary items. The Senior School diary also contains the school rules. Parents should check this document regularly. It can be used as a means of communication between parents and class teachers or form tutors, and parents are encouraged to write comments in it.

Boarders who go home infrequently will have their prep diaries checked by form tutors.

PRINTING

Each term every day pupil is given £8.00 worth of printer credits, while boarders receive £10.00. If this amount is exceeded then permission is gained to put an extra amount on the school bill.

Throughout most of the School a 'follow me' print system is used. This means girls require a digital entry fob in order to print.

PUBLICITY

The School, its parents and its pupils love to celebrate successes. We are especially proud that the media are showing an increasing interest in the achievements of the School and its pupils. We are also proud to show off our School and our pupils in promotional details.

If you would like further information please contact the Director of Communications, Mrs Sarah Lillicrap on slillicrap@trurohigh.co.uk.

REPORTS

PREP SCHOOL

MICHAELMAS TERM

Pre-Prep - Prep 5

There is a pastoral meeting in the first half of the term with the form teachers.

Prep 6

During the second half of the term there are parent / teacher interviews with all relevant staff.

Pre-Prep - Prep 6

Interim reports are taken home at the end of the term.

LENT TERM

Reception

The Foundation Stage Profile is sent home for parents to see before the end of the term followed by parent / teacher interviews.

Prep 1-6

Interim reports are sent home before the end of the term followed by parent / teacher interviews.

SUMMER TERM

Full written reports on all subjects, including the results of any standardised tests, are posted home at the end of the term.

REPORT FORMATS

Girls from Prep 1 upwards are awarded 'grade comments' in each report as explained below. In addition to this, they also receive a general comment in their Michaelmas report and full written comments for all subjects in the Summer report.

The 'Achievement' comment combines classwork, homework and test grades and can be one of the following:

- Well above expected level;
- Above expected level;
- At expected level;
- Towards expected level;
- Below expected level.

The 'Effort' comment, awarded for endeavour as opposed to achievement and can be one of the following:

- Consistently good;
- Generally good;
- More effort required.

The possible comments for the 'Approach to Work' categories (behaviour, self-organisation, oral contribution and presentation) are:

- Consistently good;
- Generally good;
- More effort required.

SENIOR SCHOOL

Parents will receive either an Interim Report or a Full Report each term for pupils in Years 7-10, including one at the end of the academic year. Pupils in Year 11 have an Interim Report in the Michaelmas term and a Full Report in the Lent term. Year 12 will have a Full Report in the Lent term and Year 13 will have a Full Report in both the Michaelmas and Lent terms.

SAFEGUARDING AND CHILD PROTECTION

Truro High School has a duty to safeguard and promote the welfare of children who are its pupils. This responsibility necessitates a child protection policy and procedures, and the

School may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. The Deputy Head, Miss Deb Freeman is the designated Safeguarding lead and Mrs Katie Hinks and Mrs Dawn Kingston act as her deputies.

Our policy on Child Protection and Safeguarding can be found on our website.

SCHOLARSHIPS AND BURSARIES

Details of scholarships and bursaries can be found on our website.

Except where an application is made because of a change in financial circumstances, we expect bursary applications to be made before the offer of a place is accepted.

SECURITY

The School takes the security of its pupils and staff very seriously. External doors are controlled by a digital entry system which requires a fob to gain access. All pupils in Prep 3 and above are issued with their own fob. The fob is specific to them and pupils are asked to keep it safe and not to share it. If a girl loses her fob she must inform a teacher so that it can be deactivated. There is a £6.00 charge issued for replacement fobs.

All visitors to the site are required to sign in at the main receptions and are issued with an ID badge. The only exception to this is parents dropping off or collecting their daughters at the start and end of the school day. Staff will challenge people on the campus who they do not recognise if they are not badged.

SIXTH FORM CENTRE

The Sixth Form Centre is open for all Sixth Form pupils Monday to Friday, from 8.00am to 6.00pm. The centre is for the sole use of Truro High School Sixth Form pupils.

SMOKING

This is a non-smoking environment. Vaping and e-cigarettes are also banned from the site. Pupils caught smoking or vaping, or with the relevant equipment for doing so, or in the presence of others doing so, can expect a sanction to be imposed.

SNACKS

The Prep School operates a healthy snack policy. Girls may have fruit and/or cheese at morning Rec. This can be brought from home or provided by the School at a small charge. Girls staying for an after-school club will be given a drink and a snack before commencing their activity. There is a small charge for this. There is a vending machine located outside the Dining Room. It is managed by our caterers, Sodexo.

SOCIAL MEDIA

The School has its own Facebook page. By 'liking' the page you will get regular updates of what's happening at School. The page is updated a number of times per day.

You can also follow us on Twitter @TruroHigh and Instagram at trurohighschoolforgirls.

SWIMMING POOL

The School has its own 22-metre swimming pool. Swimming lessons are part of the PE curriculum at all levels. Many girls take up the extra-curricular opportunities in swimming as well.

TERM DATES

Published term dates are available on our website.

TRIPS

The School's policy is to encourage the exploration of the local and the regional environment and all classes go on educational visits which take them off school premises. Such visits are always carefully planned and the School follows the guidance that the Cornwall LEA has produced on the planning and conduct of school trips. We always inform parents in advance of such visits and where appropriate you will be asked to sign a parental consent form. At the beginning of each academic year we ask parents to give consent for all local trips which involve minimal risks and take place during the school day.

UNIFORM

All Prep and Senior students wear uniform which can be purchased from Castle Sports & Uniform Ltd at 23 High Street, Falmouth and available both in-store and online at www.castlesports.co.uk.

A full uniform list can be found on the following pages. Boarders will be advised individually of which items they will need to purchase on arrival.

There is some second hand uniform available at the School. The shop opens regularly and dates will be publicised in the weekly school newsletter.

Please note that all uniform belongings must be clearly labelled with your daughter's name.

WIFI

Wifi is installed in various areas of the Prep and Senior Schools. It is available throughout Rashleigh House and in the communal areas of Dalvenie House. It is also available in the Sixth Form Centre. The School plans to increase its wifi provision in the coming years.

UNIFORM

Item	Pre Prep	Prep (P3-P6)	Senior
Green waterproof coat	✓	✓	
Own plain dark smart raincoat or anorak (no logos)			✓
Balmoral tartan pinafore dress	✓		
Balmoral tartan skirt (no shorter than 10cm above the knee)		✓	✓
Green tailored trousers			✓
Green tailored shorts (summer option)			✓
Green Blazer Prep 6 only		✓	✓
White open-neck shirt with revere collar (short or long sleeve)	✓	✓	✓
Green cardigan with crest	✓		
Green jumper with crest		✓	✓
Green tights (to be worn with Winter uniform only)	✓	✓	
Black tights			✓
Green knee-length socks - optional in winter only	✓	✓	
White ankle socks (not sports socks or trainer liners) - optional in summer only	✓	✓	
Black ankle socks (not sports socks or trainer liners) - optional in summer only			✓
Black formal leather shoes (no heels)	✓	✓	✓
Green tartan summer dress	✓	✓	
Black hijab - optional	✓	✓	✓
Plain black PE holdall or sports holdall		✓	✓
Red drawstring PE bag	✓		
Jade polo shirt	✓		
Jade/black hockey shirt		✓	✓
Striped hockey socks		✓	✓
Jade sweatshirt	✓		
Black hoodie		✓	✓

UNIFORM CONTINUED

Item	Pre Prep	Prep (P3-P6)	Senior
THS black skort		✓	✓
THS black leggings	✓	✓	✓
Tracksuit (optional)		✓	✓
Training shoes	✓	✓	✓
Swimming towel (any)	✓	✓	✓
Swimming costume	✓	✓	
Plain dark one-piece swimsuit			✓
Swimming hat ✓ ✓ ✓	✓	✓	✓
Hockey shin pads		✓	✓
Mouthguard		✓	✓
Hockey stick (optional)		✓	✓
Tennis racquet (optional)		✓	✓
Hockey astro shoes (optional)			✓
Plain black rucksack with padded straps and minimal logo - Years 10 and 11 may have a bag of more than one colour		✓	✓
Book bag	✓		
School sun hat	✓		
Green fleece hat (optional)	✓		
Green, brown or black hair bobbles or ribbons. White may be worn in summer term	✓	✓	✓
Apron or old shirt for Art	✓	✓	
Green lab coat for Art and Science			✓
Scientific calculator			✓

Jewellery - No more than a wristwatch, one pair of plain gold/silver studs (one in ear earlobe) and/or a simple gold or silver chain or small pendant (inside shirt) are the only items allowed

Sixth Form - Girls are permitted to wear their own clothes which should be smart and business-like. Pupils who do not conform to the correct standard may be asked to go home and change.

Winter uniform must be worn from Michaelmas Term half-term until Lent Term half-term. It may be worn from the start of Michaelmas Term until the end of Lent Term



TRURO HIGH SCHOOL

Where Girls Thrive

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