

Lower School handbook



TRENT
COLLEGE

2021/2022



Dear Parents & Guardians,

Welcome to the Lower School Handbook.

This document is designed to answer the many questions that arise when pupils begin their journey at a new school.

The line of communication between home and school is crucial, with tutors being the main point of contact for both parents and pupils. With this in mind, please feel free to contact your child's tutor about any queries you might have or to pass on anything relevant about your child that will assist the school in providing the highest standard of welfare and support for your son or daughter.

I invite you also to take a look at our school website which contains a whole host of information about school life both inside and outside the classroom. The school's policy documents are also available to view on the Parent Portal. These policies explain in greater detail what we hope to achieve for our pupils at Trent College and how we manage this effectively. Associated with these policies, there is also guidance on procedures to be followed in certain circumstances.

Along with this handbook, the induction process is designed for both parents and pupils to ensure a smooth, straightforward and enjoyable start to life at Trent College. Our Year 7 Transition Day gives pupils an ideal introduction to life at Trent, initiating some

friendships prior to the summer holiday. The Parents' Meeting prior to the Transition Day will also provide an opportunity for parents to meet with key staff. On Induction Day in September your child will visit the Year 7 Base, meet their Tutor again and identify which locker they'll be using. He or she will pick up a Pupil Record Diary which also serves as another line of communication between pupils, parents and tutors. During the first week of term the Year 7 pupils attend an outdoor education day, helping them to gain confidence, establish themselves with their new friends and help them start to see their own potential.

There will always be a degree of apprehension when starting a new adventure but I hope that your son or daughter is looking forward to joining us in September. We are certainly looking forward to welcoming each and every new pupil and will work to ensure that your son or daughter gains as much as possible from their time at Trent College.

Yours sincerely

Mr Stephen Wood
Head of Lower School

Our Vision

To provide a first-class all-round education for boys and girls which ensures the best possible start for their future and enables them to be the best they can be.

Our Ethos

We give the highest priority to the quality of our academic provision. We are also proud of our reputation for delivering a fully rounded curriculum, with sport, music, art and drama all being important elements of an education at Trent and The Elms. This, coupled with a focus on the strongest pastoral care, makes us a school that nurtures young men and women to be the best they can be in terms of achievement and character, enabling them to flourish in a changing world. This is what stands at the very core of Trent and The Elms.

We believe every person can make a difference and that diversity and difference enriches our community. We are committed to promoting equality for everyone in our school.

We reject discrimination in all its forms, against all people, regardless of their identity, background or beliefs. We are committed to providing an education which nurtures these values in all of our pupils.



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The Educational Aims of Lower School

Lower School aims to provide a supportive and nurturing environment whereby pupils are happy and can thrive academically, whilst also making a contribution to the school's extensive co-curricular programme.

Your child will study a wide range of academic subjects as we aim to guide pupils towards discovering their true academic passions. Pupils in Lower School are expected to work hard and aim to achieve their best outcomes both inside and outside the classroom.

This philosophy is captured in the school's guiding principles of Positive Education as highlighted below.

Positive Accomplishment

Pupils should achieve excellent outcomes relative to their ability and goals

Positive Purpose

Pupils should develop and demonstrate presence of mind and determination to achieve their goals

Positive Engagement

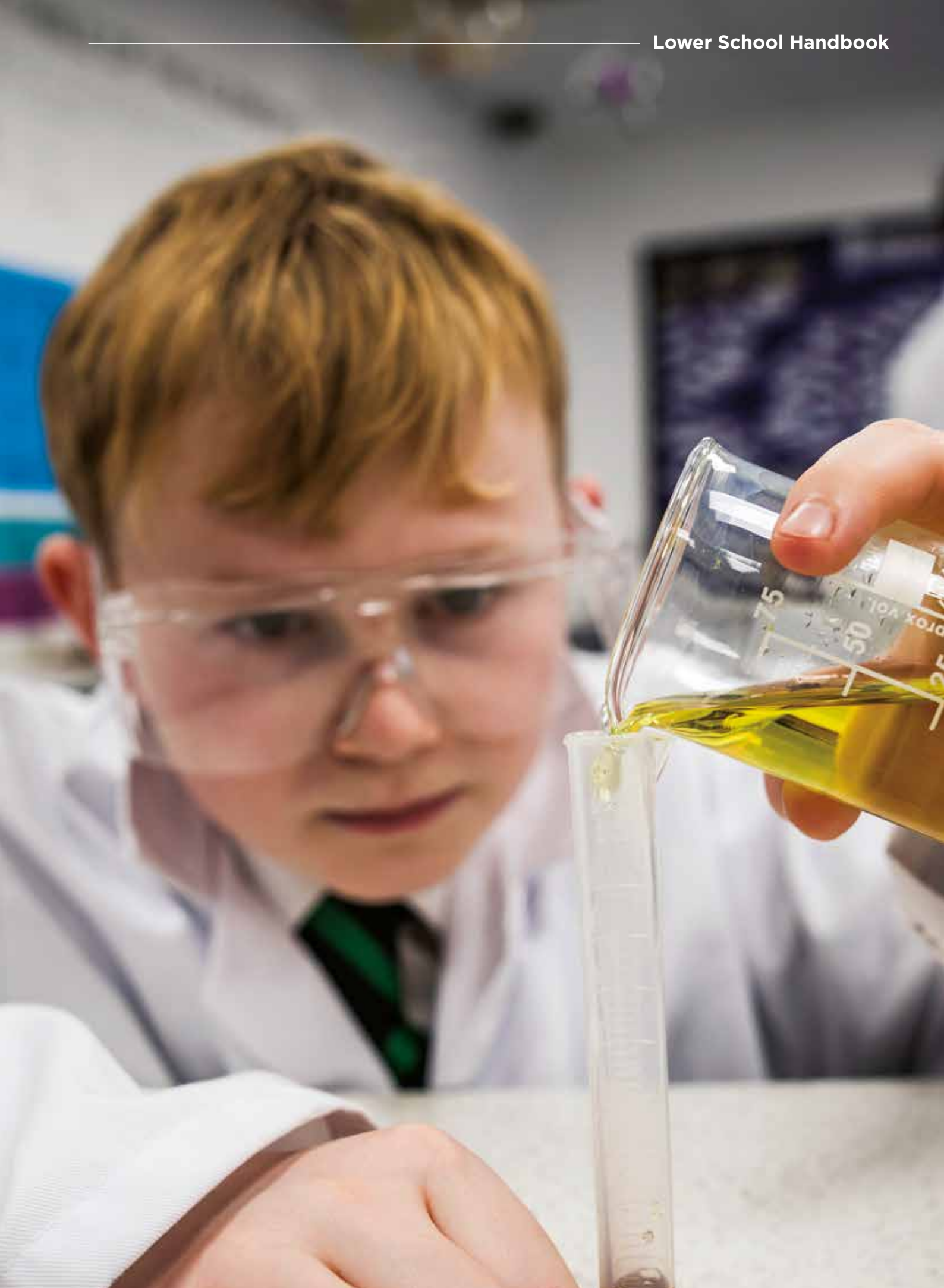
Pupils should demonstrate a commitment to the school community and to school life

Positive Relationships

Pupils should display kindness, compassion and an ability to work well with others

Positive Emotions

Pupils should develop and demonstrate emotional intelligence and self-knowledge





THE DAILY ROUTINE

These are the timings of the school day that were in place prior to the global pandemic. We will adjust these prior to the start of term if we have been advised of any restrictions that make this necessary.

MONDAY-FRIDAY

Buses arrive/Registration	08:30
Chapel/Assembly/Form time	08:40 – 09:00
Period 1	09:05 – 09:55
Period 2	10:00 – 10:50
Break	10:50 – 11:15
Period 3	11:15 – 12:05
Period 4	12:10 – 13:00
Lunch & activities	13:00 – 14:10
Period 5 (incl. registration)	14:10 – 15:00
Period 6 (tea available in Obo afterwards)	15:05 – 15:55
Activities & supervised prep	16:15 – 17:30

Prep is available for those pupils who either have to stay until the buses depart or who wish to stay for other reasons. We do urge all pupils to stay until the end of prep, however, we are aware that a number of parents pick up from The Elms at 17:00. Pupils may therefore be excused from prep at 17:00 if necessary. Some school activities may take place at this time.

SATURDAY

There will sometimes be sports fixtures for U12 and U13 teams on Saturdays. Please check the school calendar for these dates. If selected for a sports fixture pupils are expected to attend and to represent the school.

REGISTRATION

All pupils in Lower School must arrive in their Tutor room no later than 08:30 when they will be registered by their Tutor. Any pupil who arrives late must register at Reception. Any pupil who has not registered by 10:00 is regarded as absent and the Receptionist will contact the parents to find out why the pupil is absent. Pupils who have permission to attend doctor or dentist appointments should report to Reception when they return to school.

Any pupil absence due to illness should be reported by 08.45, either by telephoning Lower School Office on 0115 983 6991 or e-mailing absence@trentcollege.net.

Tutors and Boarding HoMs will then be informed of any pupils who are absent. We also ask parents to call/email daily to inform of any on-going illness. Whenever a child returns to school after illness, it is a statutory requirement for the relevant Boarding HoM or Head of Year to receive an email/phone call from parents to explain a child's absence, otherwise it has to be recorded as an 'unauthorised absence'.

NB If a child has to miss any games or PE periods for any reason, it is essential that he/she brings a note from parents making clear the reasons for this.



CHAPEL

The school is founded on Christian values and all pupils are required to attend Chapel. There is a short daily service for different groups of pupils at 08:40 with every pupil attending Chapel once a week. Boarders attend occasional special services for the boarding and broader communities.

HOUSE SYSTEM

In order to encourage wider friendship groups, both within the year group and with older pupils, pupils are allocated to one of five Houses:

• Cavendish	Purple
• Hanbury	Red
• Kemp	Blue
• Owen	Orange
• Wright	Green

The House system exists to prepare pupils to be active, confident and responsible members of society; to foster personal and social development and academic education; and to create an atmosphere in which everyone is well known, safe, valued, respected and has their progress regularly monitored and reported.

When placing the children in House groups, we try to get a good balance of boys and girls and a mix of pupils from our own Junior School (The Elms) and those joining us from other schools. We try to get a good balance of academics, actors/actresses, sportsmen/women, musicians and artists across the five Houses.

During the school year there are a number of inter-House sporting and cultural activities which are run by the members of the Houses themselves with guidance from the House Manager and other members of staff. All pupils are encouraged to take part in these activities and to be responsible for them.

To develop the House identity, boys wear a tie, girls wear a badge (or tie).

TUTORIAL SYSTEM

On entering Lower School, pupils join Year 7 which is led by the Head of Year 7. Each Year Group in Lower School has a team of five Tutors. Each pupil is assigned to a Tutor who, working closely with the Head of Year and Head of Lower School, takes direct responsibility for the academic and pastoral care of around 20 pupils. Tutors maintain regular contact with parents through reports, by phone and by e-mail. Tutors also expect to be contacted by parents; to this end, all Tutors' contact details are published on the Parent Portal.

The aim is that pupils will remain in the care of the same Tutor throughout their time in Lower School, with the Head of Year and their tutorial team moving up to Year 8 at the same time as the pupils. As well as meeting their tutees as a group every day for registration and routine administrative matters, Tutors will have one-to-one tutorials with their tutees whenever necessary.

Every tutor group has its own tutor room, with lockers for books and bags.

There are outside recreational areas adjacent to the Year 7 Base, which are used by Lower School pupils, either for general play at break times or for formal activities in organised groups taken by members of staff. Year 7 pupils are expected to be in and around the Year 7 Base when not in lessons or taking part in formal activities.

CURRICULUM

The curriculum has undergone significant changes for GCSE to provide greater individual choice for pupils. Minor adjustments have also been introduced at Years 8 and 9 to ensure all pupils have a robust and varied curriculum.

All pupils follow a two-week timetable. All lesson periods are 50 minutes in duration, with six periods every day. The core curriculum studied by all pupils consists of: English, Maths, Biology, Chemistry, Physics, Geography, History, Religious Studies, Classical Civilisation, Art, D&T, Music, Drama, Food & Nutrition, PE and Modern Languages.

Academic teaching groups are arranged independently of Tutor groups as they are dependent on Modern Language options. The timetable will be provided at the beginning of term and this is fixed for the whole year. Wednesday afternoon is the time when most school sports fixtures are played, although there are some matches on Saturday mornings and afternoons.

PREP (HOMEWORK)

In Lower School pupils will be expected to undertake prep in out-of-class time from Monday to Friday. So that a day pupil does not have to face excessive prep every evening on his/her return from school, we make it possible for them to undertake prep whilst at school between 16:30-17:30; providing they have no other out-of-class commitment. Pupils who need to access a computer in these periods can usually do so as an increasing amount of prep does necessitate this. Should teachers feel that a pupil needs to spend additional time working on a topic, they may direct them to prioritise prep and forego some activities until a recovery programme has been completed satisfactorily.

Prep is regarded as a vital part of a pupil's education and it must always be the child's aim to produce high quality work. This means every measure should be taken to ensure that pupils take the proper time over their prep and undertake it in the right conditions. If a parent ever has a concern over any aspect of prep, particularly if it is not being set, they are encouraged to contact their child's Tutor immediately. Prep is set online via the intranet. Parents are encouraged to check that their child is being set prep regularly and is doing the appropriate amount of work.

LEARNING SUPPORT

The Learning Support Department aims to offer support to all pupils who wish to have advice or individual tuition in areas in which they experience difficulty. Pupils may refer themselves, or referrals may be made by staff or parents. Parents of new pupils are asked to send any previous assessments for dyslexia etc. to the Learning Support Department.

The Head of Learning Support liaises with parents, professional advisers such as Educational Psychologists and Advisory Teachers, and with subject teachers, about the needs of individual pupils. In addition to supporting those pupils who enter school with assessments, there are two routes for identification of learning difficulties: by referral and through routine screening.

During Years 7 and 9, standardised tests of reading comprehension, spelling and maths are administered to the whole year group by the English and Maths Departments. Further information is available from the MidYIS testing that is done in Years 7, 8 and 9, and Yellis testing that is done in Year 10. Any unexpected results and particularly low scores will be investigated further using dyslexia screening tests. This may lead to a recommendation for further assessment or an appropriate course of support lessons, and these options will be discussed with Tutors and parents.



BOARDING @TrentBoarding

Boarding can be a tremendous experience for young people and help them grow up, care for others and have time to achieve all of which they are capable. We are very proud of our happy, purposeful boarding community and delighted with the healthy interest in boarding at Trent.

It is common for pupils to seek to change status from a day pupil to a boarder in Years 7 to 11. This decision is often due to increasing time pressures and pupils taking a greater involvement in school activities (academic and extra-curricular). Boarding can also give parents greater flexibility in making their own arrangements during a busy week and give them the peace of mind that their child is safe, working hard and happy.

If you wish to register an interest in your child boarding at some point of their schooling, please inform their Tutor and our Boarding Admissions Manager, Georgina Sanders (admissions@trentcollege.net). Although places are limited, we do all we can to accommodate requests. Ms Sanders will supply you with the required information and, if desired, arrange a tour of the relevant boarding house and a meeting with the Housemaster or Housemistress. For further details on boarding, please refer to our website and our Boarding Handbook (on the Parent Portal, under Policies, titled Boarding Handbook).

REPORTING SYSTEM

Reports, along with Parent-Teacher and Parent-Tutor consultation evenings, are the main way in which we can inform parents of the progress and attitude of a pupil. Perhaps most significantly, they allow teachers to suggest how pupils can improve their performance.

Please check the school calendar for dates of reports and of Parent-Teacher and Parent-Tutor consultation evenings. All reports will be published on the Parent Portal.

EDUCATING THE WHOLE PERSON

As is made clear in the opening paragraph of this booklet, which summarises the overall objectives for those in Lower School, to give the pupils the opportunities to be involved in a great breadth of education is enormously important. We will be making every effort to fulfil this aim and Tutors have the responsibility to check that their tutees benefit as much as possible from the varied activity programme available. However, in the end how much they will gain from their participation in this programme is in the hands of the pupils themselves. Those entering enthusiastically into as many aspects as possible of the programme will gain much useful experience.

An enrichment programme operates after school Monday to Friday. Pupils will be able to select from a wide range of alternatives. Music groups practise either during lunch break or after school. Pupils who have private tuition at Trent will be expected to participate in the appropriate ensemble or band.

To keep up to date with the latest news from the co-curricular programme, parents and pupils can follow news on Twitter:

@TrentCoCu
 @Trent_Music
 @TrentDrama
 @TrentSport





BEHAVIOUR

Trent College is a vibrant, stimulating and civilised environment in which all members of our community should feel challenged, respected and safe. Our Behaviour Management Policy seeks to shape good behaviour by effective use of education, rewards and sanctions. We also encourage pupils to take full responsibility for their actions and for the consequences of these.

Rewards

Staff are encouraged to ensure that all aspects of positive behaviour are rewarded and are relative to the capabilities of the individual. It is hoped that pupils will be regularly rewarded for their achievement, improvement and/or effort inside the classroom, in activities, in boarding houses, in Year Group areas and in all aspects of school life. Rewards include:

- Verbal praise to the pupils and/or their parents
- Written praise on the individual piece of work
- School Reports
- Merits
- Colours
- Cards sent home
- Commendations
- End of term sporting, drama and music awards
- Public mention of achievements in School Assembly or Tier Assemblies
- Academic prizes on Speech Day

Merits

Merits are awarded according to the following categories and are aligned with a desire to encourage positive education for all pupils.

- Positive Accomplishment
- Positive Engagement and Purpose
- Positive Relationships and Emotions

Merit certificates will be awarded after a pupil has received 25, 50, 75 and 100 merits in total.

Sanctions

All staff should expect to teach, supervise, tutor and, for boarding staff, to live and work in a civilized and stimulating environment. This requires pupils to behave in a cooperative manner and respect the school rules. If this is not the case then there may be a need for sanctions (initially a referral) to be used to get the student to reflect on their conduct and change their behaviour. Pupils should always understand why any sanction is being used; in this respect 'community tasks' such as scraping up chewing gum, tidying a common room, collecting litter, assisting prefects with lunch door duty etc. can prove effective. Setting short term

behavioural targets should play a major part in seeking to change behaviour. This has been seen to work, providing the pupils know what they have to do in terms of improvement and are regularly and clearly directed toward this.

Lower School Sanctions

Level 1: Informal intervention

Interventions at Level 1 of the Sanctions Pyramid should be considered as informal and centre on good communication between teacher and pupil, in the first instance. With a proactive approach and positive communication, the member of staff who is initially involved can often work with the pupil to achieve a positive outcome, without the need for escalation.

Level 2: Detention

The following are examples of behaviour that can result in a detention:

- Repeated lateness to lessons
- Repeated lack of essential equipment
- Repeated issues with prep
- Disruptive behaviour

Level 3: Friday Detention (supervised by a member of the Senior Leadership Team)

A pupil can be placed in a Friday Detention for poor behaviour or an amalgamation of problematic issues, detentions and/or referrals. This takes place after school between 16:30-17:30 and is supervised by a member of the Senior Leadership Team. During a Friday Detention a pupil will complete a self-reflection task, aimed at encouraging more positive behaviour or they could be asked to write a letter of apology to the appropriate person following an incident that caused offence. Parents will be notified by letter if their child is required to attend a Friday Detention.

Level 4: Saturday Detention (supervised by Head of Tier or Deputy Head)

This is for repeated offenders or any sufficiently serious isolated incident and will take place on Saturday between 12:30-15:00. The Head of Lower School may use such detentions for sustained low level problems, or for serious misdemeanours. A pupil may not represent the school at games during the period of detention.

Behaviour Review Meetings

Behaviour Review Meetings are held when the school has more significant concerns about the behaviour of a pupil. They are not sanctions in themselves. They are, however, a formal, high level review of pupil conduct and are held separately to the usual pastoral discussions with parents. They may be called following an isolated, serious incident or as a result of a concerning pattern of behaviour.

A Behaviour Review Meeting is called to enable pastoral staff (normally a combination of Tutor, Head of Year, Housemaster/Mistress, Head of Tier and Deputy Head)

to meet with the parents and the pupil to attempt to understand the behaviour and, in most cases, to agree the actions required to ensure improvement and guide future behaviour. In accordance with our commitment to the role of positive dialogue in relation to behavioural change, Behaviour Review Meetings play an important role in ensuring that any punishment is accompanied by additional supportive measures whenever possible.

Behaviour Review Meetings provide an important opportunity for the pupil to:

- reflect on their behaviour and identify areas for action
 - take responsibility for their actions
 - make a commitment with regard to their future conduct
 - agree any support that they may need to improve their conduct
- Parents will always be contacted in advance of a Behaviour Review Meeting to ensure that they are fully and appropriately informed of the reason(s) for the meeting, how it will be carried out, and what any possible consequences might be.

Parental attendance is usually expected. The Housemaster/mistress may represent parents at a Behaviour Review Meeting involving a boarding pupil. If parents are unable, or unwilling, to attend a Behaviour Review Meeting, it may be conducted in their absence

at the school's discretion. Parents will be informed in writing of the outcome of any Behaviour Review Meeting. Following an incident, the school may decide that a pupil needs to be sent home (as a neutral act) prior to the Behaviour Review Meeting.

This would be rare and only done in the interests of pupil welfare.

Bullying

Trent is a very friendly school and Main School pupils enjoy positive relationships with their peers and, for the overwhelming majority of the time, treat each other with respect and courtesy. If we have suspicions that a particular friendship group are having difficulties, a tutor or Head of Year may get in touch with parents in an attempt to help the young people negotiate the matter.

It is important to state that Trent College does not accept bullying of any kind and will take any suspicion of bullying very seriously. If a pupil has any concerns about bullying or about the conduct of another pupil, whether this is in relation to themselves or another pupil, they should report this to their tutor or Head of Year as quickly as possible. There is also an easy-to-use, online incident report form that pupils can use, if they prefer to report concerns in this way.





APPEARANCE AND DRESS CODE

Trent has a school uniform and we expect the boys and girls to wear it smartly both at school and on any visit away from school. On working days, it is expected that full school uniform is worn on journeys to and from school.

For good reason, some parents may wish to request permission for a pupil to wear an alternative form of the uniform. Please contact the Deputy Head (Pastoral) jeremy.hallows@trentcollege.net to discuss your needs.

THE UNIFORM SHOP

The uniform shop is located on the campus, next to the Chapel on the main school drive.

The opening hours are:

Tuesday & Thursday	12:00-17:00 (term times and summer holidays)
Wednesday	08:30-13:30 (all year round)
Saturday	11:30-17:00 (all year round)

During school holidays opening times are subject to change and parents are notified in the school newsletter.

Appointments can be booked at any time by either dropping into the shop or telephoning 0115 871 7661 during normal shop opening hours. Please note that there is no one present to answer the telephone outside of opening hours.

We recommend contacting the school shop at your earliest convenience to arrange an appointment as it is very likely that some items will need to be ordered in for you.

You can also buy our school uniform online at www.schoolwearsolutions.com/product-category/our-schools/trent-college/.

'As New' Shop

The Trent Parents' Association (TPA) has an 'As New' Shop which sells outgrown quality school uniform and games clothes on behalf of parents. Please email the TPA trentparents@gmail.com to confirm next opening times / dates.



UNIFORM GUIDELINES

Uniform	In Lower School, school uniform consists of: school blazer, house school tie (optional for girls), grey trousers (boys), navy, pleated knee-length kilt or grey trousers if preferred (girls), plain white collared shirt (if girls are not wearing a tie, the blouse should be tailored with a revere collar), navy V-necked jumper, black supportive shoes, dark socks or tights, dark overcoat and a school scarf. The top button should be fastened and ties worn correctly. 'Hoodies' are not part of our uniform. Official Trent games kit should be worn for Games. Outside of the classroom and Games, clothing suitable for the activity being undertaken, and as instructed by a member of staff, should be worn. Coloured T-shirts or coloured bras should not be worn under white shirts.
Make up	In Lower School, pupils do not wear make-up. Eyelashes should not be dyed or be false.
Jewellery	Girls may wear one small, gold or silver stud earring in each ear. Pupils are allowed one modest piece of jewellery. No bracelets or wrist bands and other adornments should be worn.
Hair	Hair for girls should be neat, tied up, out of the eyes and of one natural colour without adornments or extensions. Boys' hair should be neat, out of the eyes, above collar length, of one natural colour and not shorter than a number 2 cut.
Nail varnish	No nail varnish should be worn.
Piercing	With the exception of stud earrings (one in each ear for girls) no student should have body piercing.

UNIFORM LIST FOR GIRLS

Uniform	Description
Blazer	Navy with Trent badge
Skirt or Trousers	Navy, pleated kilt, from the uniform shop Charcoal or dark grey, tailored in a traditional style, non-stretch material
Shirt or Blouse	White, tailored with a revere collar if not wearing a tie
Tie	House colour. Optional
Jumper	Plain navy V-neck
Tights	Flesh or navy coloured
Socks	Navy
Shoes	Black supportive shoes with a sturdy sole that can have up to a one inch heel and are non-fabric based. A low heeled shoe or a 'sturdy pump' are both acceptable. No suede shoes, no boots. Laces must be black.
Outdoor Coat	Plain navy or black
School bag	Dark-coloured rucksack or satchel large enough to hold A4 folders

UNIFORM LIST FOR BOYS

Uniform	Description
Blazer	Navy with Trent badge
Trousers	Charcoal grey
Shirt	White
Tie	House colour
Jumper	Plain navy V-neck
Socks	Charcoal grey
Shoes	Black polished leather (plain, no buckles, no suede, no boots). Laces must be black.
Outdoor Coat	Plain navy or black
School bag	Dark-coloured rucksack or satchel large enough to hold A4 folders

We want to encourage the pupils in Lower School to be active at break times as much as possible. Pupils can wear shoes that provide the support and grip of a training shoe but appear to be a formal shoe. They must be all black with no obvious logo (eg: Clarks Scape Track Youth shoe).

GENERAL EQUIPMENT LIST FOR LOWER SCHOOL PUPILS

- Uniform & Sports Kit - all items named
- Dark-coloured rucksack for school books
- Sports bag - see Kit Bags section of this handbook
- Zip-fastened pencil case with selection of pens and pencils
- Eraser, pencil sharpener, solid glue stick, pair of scissors
- Maths set containing ruler, protractor, set square and pair of compasses
- Solar-powered Casio fx-85GT+ or Casio fx-85GTX calculator
- Wrist watch
- Combination padlock for sports bag
- Combination padlock for locker
- Reading book
- Water bottle



SPORTS CLOTHING

Trent Sports clothing is supplied via the Uniform Shop and we use internationally recognised clothing manufacturers to ensure we keep abreast of current technology, comfort of fit and style.

Sports Clothing for Girls

Vibe Polo Top	White (red piping) with Trent badge
Vibe Polo Top	Red (white piping) with Trent badge
Skort	Navy with Trent badge
Sports Socks	Red with Trent name
Ankle Socks	White
PE Fleece	Red with Trent badge
Tracksuit Trousers	Navy with Trent badge
Swimming Hat	Navy with Trent name
Swimming Costume	Plain navy - does not need to be Trent branded
Optional:	
Long Sleeve Base Layer	White
Tracksuit Jacket	Navy (white piping) with Trent badge

Sports Clothing for Boys

Reversible Rugby Shirt	Navy / Red with Trent badge
Performance Polo Top	White (navy piping) with Trent badge
Performance Polo Top	Navy (white piping) with Trent badge
Shorts (Rugby)	Navy with Trent badge
Shorts (Hockey/PE)	Navy with Trent badge
Sports Socks	Red with Trent name
Ankle Socks	White
PE Fleece	Red with Trent badge
Tracksuit Trousers	Navy (white piping) with Trent badge
Swimming Hat	Navy with Trent name
Swimming Shorts	Plain navy - does not need to be Trent branded
Cricket Shirt* (Trinity Term only)	White (navy trim) with Trent badge
Cricket Trousers* (Trinity Term only)	White (navy trim) with Trent badge
Optional:	
Long Sleeve Base Layer	Navy
Tracksuit Jacket	Navy (white piping) with Trent badge
Cricket Jumper* (Trinity)	White
Cricket Cap* (Trinity)	Navy with Trent badge

Not all the items outlined above need to be purchased immediately (*), particularly the Trinity Term Sports clothing. The base layer and ankle socks can be purchased independently of the Uniform Shop.

SPORTS EQUIPMENT

Sports equipment can be the largest expense that any parent will make through a pupil's time at Trent. Of primary concern is the safety of our pupils when taking part in sport. We therefore ask that all pupils have a gum shield for Rugby and Hockey. These can be purchased cheaply through sports shops and you mould them yourselves. These tend to be temporary in nature and do not always fit comfortably for the student. We strongly recommend that your child has a fitted gum shield. They

are more expensive, but are far superior. The school does not offer a fitting service, but we recommend that you get one from your dentist. We also have a very good relationship with Sunshine Denture in Long Eaton, who offer a very good service for the school. In the event of a pupil not remembering their gum shield, the Department has a small supply of 'snap fit' temporary gum shields that can be used on these occasions, but they will incur a cost which will be placed on the School Bill at the end of the relevant school term.

Shin pads are also required for Hockey as the injuries that can be received from a stick or ball can be severe.

We believe that appropriate footwear will help keep your child safe on the various surfaces on which they perform.

We can only recommend that you look at the guidance, as we fully appreciate that the costs will soon mount up. However, some form of cushion soled training shoe is essential on all hard surfaces and for Physical Education. On the Astro turf, training shoes that offer more grip are required as the playing surface is more slippery than a hard surface. These will have a moulded sole. Cricket shoes offer similar safety and they have a moulded sole and/or spikes, in the Cricket Term.

Rugby Boots do require studs that conform to IRB regulations. Bladed boots are neither permitted or recommended. Metal tipped football studs are not allowed under any circumstance because of their very hard nature and the damage they can inflict. Rugby boots are better all-round, as they have longer studs and will offer far more stability to the player when the ground becomes soft. Scrum caps and shoulder pads are sometimes worn by players and these too must conform to IRB standards. They are worn at the discretion of the parent and player and are not compulsory items of wear.

The school does not purchase hockey sticks or tennis rackets on behalf of the pupils and these will be required during the relevant school term. With cricket we recognise the potential extra costs involved and ask that every boy or girl has their own box. The school does have a number of sets of pads, helmets and gloves which are primarily for match play but which can also be used in training.

We would advise you not to buy top of the range items as your son or daughter will grow out of them in a very short space of time. Sometimes buying the cheapest item will not allow for your son or daughter to have a positive experience in their sport. Going to a reputable sports shop is the best way forward as you are going to get the best advice and most appropriate piece of equipment. The Department can give advice and recommend shops to you should you wish to seek advice on the purchase of any item.

Kit Bags

These come in all shapes and sizes and can be specific for certain sports, like Hockey and Cricket or more general. Some pupils will have more than one, depending upon the equipment that they possess. However, a general clothing bag is essential. Too big and it will not fit in the lockers, too small and the zips will break. We recommend the following approximate sizes; Girls size (H: 27cm x W: 27cm x L: 57cm) and Boys size (H: 35cm x L: 62cm x W: 30cm), but again this is solely at your discretion as a parent. When kit bags are stored in bag drop areas you must ensure these are padlocked for extra security.

Naming every item of sports clothing and equipment that

you buy for your son or daughter is essential. Clothing does sometimes go astray and is expensive to replace. The school will always endeavour to reunite found items with the rightful owner, either through the PE Department or Lost Property Service at school, but this is significantly easier when items are named.

Initials may be embroidered on the games and PE kit, on the top right-hand side of shirts and lower right on shorts and skort. The Uniform Shop offers this service.

SELECTION OF GAMES TEAMS AND COMMITMENT TO SCHOOL FIXTURES

All pupils, if selected for a sport fixture, are expected to represent the school. In the Lower School the majority of the fixtures are played on a Wednesday afternoon; however, there is a Saturday fixture list to which all Lower School pupils chosen are expected to commit. Parents are urged to consult the school calendar at all times for all sports fixtures. Fortunately, most pupils are excited at the prospect of representing their school and feel proud and honoured to have been selected. Nevertheless, it is important to stress that being selected for a school team is a school commitment from which pupils are released neither lightly nor at short notice. When pupils are asked to take on the tasks of touch judge, scorer or team substitute, the same commitment applies. It is the pupils' responsibility to inform their parents that they are in teams and therefore may return home late. Teams travel in blue blazers, white shirts and appropriate tie (summer wear is not an option).

Selection is carried out by the sports teachers who coach your child each week. Once the teams are selected, the names are written on a team sheet and posted upon the sports boards. These teams are published at least 24 hours before a match, but often well before. The teams are published, along with all the fixture details, on the FixturesPro platform, linked to the School calendar at least 36 hours in advance, and often earlier. The Department will also send a text to parents alerting of a pupils selection, or if there are changes to a fixture. We encourage parents to refer to the Calendar as much as possible for updates and advance notification of Sports Fixtures or Competitions. On occasion, there are circumstances which create a clash with a home and school commitment. We ask that any Leave of Absence requests, which will affect participation in a calendared fixture are sought and communicated through the Head of Tier, Mr Wood, (stephen.wood@trentcollege.net) who will then communicate with the relevant parties regarding a request and reply to such a request. Requests are considered in line with the School Leave of Absence Policy.



MEDICAL CENTRE

The Medical Centre is staffed by a full time Nursing Sister, who is assisted by one additional professionally qualified nurse who is employed part time. There is also a School Doctor, with whom all boarders are expected to register. For all our day pupils, we provide limited medical care, including administration of first aid, emergency care, supervision of the administration of prescription medicines and provision of inoculations for duly authorised school trips abroad.

Except in genuine emergencies, day pupils should not visit the Medical Centre. In an emergency, a pupil should seek permission to do so from the School Office.

ICT AT TRENT

ICT is used widely in teaching and learning at Trent. Trent College has invested in a modern, industry standard ICT network of which we are justly proud. We have a large number of ICT suites and we have around 450 PCs and notebook computers connected to our network. All computers on our network run on modern Microsoft Windows-based platforms. Pupils are encouraged to make responsible use of the facilities available during lessons and in their self-directed time. All pupils are expected to observe the guidelines laid down in the Trent College 'ICT Acceptable Use Policy', a copy of which must be signed by all pupils.

Calculators - Casio fx-85GT+ or Casio fx-85GTX

All pupils require their own calculator to use in Mathematics lessons and for school and public examinations. Any scientific calculator will do and there is no need to have a more advanced calculator than is required. We currently favour the Casio Natural-VPAM models as these allow pupils to enter an expression into the calculator so that it appears as it would if written down on paper. This is a significant step forward in calculator technology and most pupils find it very helpful. Our preferred model is the solar-powered Casio fx-85GT+ or Casio fx-85GTX, in grey, pink or blue. They are readily available from most supermarkets and stationers.

MOBILE TELEPHONES

We recognise the value of mobile phones. However, we discourage their use in school. If pupils feel they must bring their mobiles to school, they must hand them in at the start of the day.

Parents may be reassured that in any emergency, pupils can be contacted via, or make emergency calls through, the School Office during the school day.

MONEY AT SCHOOL

It is most unwise for pupils to have large sums of money in their possession and certainly we would never recommend a pupil carrying more than £10 on his/her person.

SECURITY

Security at Trent is a high priority. We have employed a team of security officers and have extensive CCTV coverage of the site. However, although such personnel can play a significant role, nothing is more important than each individual being sensible about the management of their own personal possessions and personal safety. In particular:

- Only bring to school equipment that is genuinely needed at school;
- Keep all personal possessions locked away when not in use;
- Never leave anything of value in a changing room;
- Valuable items may be given to the Tutor/HOY for safe keeping.

Each pupil is provided with a locker in, or near, their form room and this should be used to store books and folders. Each pupil should also have a school bag to carry their belongings from one place to the next during the school day. Making sensible decisions about belongings and encouraging sound, simple organisation can go a long way to ensuring the safety of belongings and avoiding the loss or misplacement of academic materials and kit.

Please be understanding and co-operative towards our security officers when they also seek to assist our traffic flow.

THE SCHOOL CALENDAR

Term dates are published in advance on the school's website www.trentschools.net. In addition, parents have access to the Parent Portal, which provides a full diary of school events, as well as access to timetables, reports and letters. The Parent Portal App can be downloaded at www.trentschools.net/parents/parent-portal.

TRENT PARENTS' ASSOCIATION

The Trent Parents' Association (TPA) is a small charitable trust, run solely by parent volunteers for the benefit of children and other parents, helping to forge closer relationships between our school and the wider parent community. The Association integrates directly with the Senior Leadership Team in school and Governing Body meaning that they can help shape Trent's thinking across



many aspects of the broader school life. Each parent member has active roles in educational support work, communications and parent engagement. The TPA is involved with the further development of the careers programme and widening the network of business contacts, including pupils' work experience. It also supports the school's speaker programmes.

There are a number of social events held each year including a Quiz Night, a Burns Night, a Trent Ball and a Summer Concert. The Association also supports school charities, an As New shop, expedition fund raising, special recognition awards and competitions.

To contact the TPA email trentparentsassociation@gmail.com or follow them on Twitter @TrentParentsTPA

PARENTAL INVOLVEMENT AT SCHOOL

Parents are encouraged to support school fixtures, both at home and away, and any official school functions (concerts, plays, lectures, etc.), some of which will be ticketed as demand can exceed supply. During competitive fixtures, we appreciate positive support from parents and would ask that all parents refrain from questioning officials' decisions or hectoring coaches; such conduct, which is very rare, is inappropriate and sets a poor example to our pupils. Whenever parents visit the school, we try to be as welcoming as possible with any entertainment and after every home match, for example, tea is provided for all supporters.



SCHOOL OFFICES

Head of Lower School	Mr Stephen Wood
Head of Year 7	Mr Calum Settingington
Assistant Head of Year 7	Mrs Laurian Blackwell
Head of Year 8	Miss Philippa Braddow
Assistant Head of Year 8	Mr Shane Bradwell

School Secretary	Mrs Sharon Moulds	0115 983 6991
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Bates Boarding House	Mr Sean Houltham & Mrs Leanne Houltham	0115 983 6961
Shuker Boarding House	Mr Chris Kelly	0115 983 6963

School Office	Available at the following times:	
Term Time ONLY	Monday to Friday 08:00-12:00 and 13:00-17:00	0115 983 6991

Bursary Staff	Available at the following times:	
Term Times & Holidays	Monday to Friday 08:30-12:00 and 13:00-17:30	0115 983 7023

Head's PA	Available at the following times:	
Term Time ONLY	Monday to Friday 08:45-12:00 and 13:00-17:00	0115 983 6990

Admissions Manager	Available at the following times:	
Term Times & Holidays	Monday to Friday 08:30-12:30 and 13:00-17:00	
	Saturday (Term Time Only) 09:00-12:00	0115 849 4950

The School Reception	Open at the following times:	
Term Time	Monday to Friday 08:00-18:00	
	Saturday 08:15-12:30	
Holidays	Monday to Friday 09:00-16:00	0115 849 4949

In cases of a genuine emergency outside these hours, if the previous contacts have proved unsuccessful, ring the Medical Centre, Security or a member of the Senior Management Team.

Medical Centre	Available at the following times:	
Term Times ONLY	Monday to Friday 08:30-17:00	0115 983 6999

Outside these hours, these office phones will not be answered. If you need to make urgent contact with anyone outside these hours, you should telephone Security or in a genuine emergency and if the previous contacts have proved unsuccessful, ring the Medical Centre or a member of the Senior Management.

LEAVE OF ABSENCE AND TERM DATES

Term Dates for the coming academic years are available on the Trent College website: www.trentschools.net/parents/term-dates (and can be found at the end of this document). Term dates should be recorded and all steps taken to avoid clashes that could lead to a pupil being absent during term-time. Trent College discourages pupils from taking any leave of absence during term-time, especially holidays during term-time. If there is a genuine need for leave of absence to be sought, it is important that the correct procedures are followed for the following:

- Special family circumstances such as weddings/ bereavements and occasions where there may be unforeseen circumstances for a holiday request.

Other additional special circumstances where there may be a clash with a school sport fixture or school event: contact to be made in writing (email or letter), well in advance where possible, to Mr Sephen Wood (stephen.wood@trentcollege.net). It should never be assumed that leave of absence will be automatically granted.

- All medical appointments, music/ballet examinations outside of school to be requested by writing (email/ letter/record book) through your child's Tutor.

Parents are recommended to read the school policy on 'Leave of Absence' which explains in more depth Trent's expectations on this issue and the procedures that should always be followed.

Trent College Deputy Heads:



Mr Jeremy Hallows
Deputy Head Pastoral



Mr Darren Brumby
Deputy Head Academic



Ms Lucy Matthews
Deputy Head Co-Curricular

WHO TO CONTACT IN THE LOWER SCHOOL:

Your Form Tutor:

Your tutor is one of the key figures in your school life and they will play a key role in supporting your wellbeing, personal development and academic progress. Please stay in touch with your tutor.

Trent College Lower School Team:



Mr Stephen Wood
Head of Lower School



Mr Calum Setterington
Head of Year 7



Miss Laurian Blackwell
Assistant Head of Year 7



Miss Phillipa Braddow
Head of Year 8



Mr Shane Bradwell
Assistant Head of Year 8



Mrs Sharon Moulds
School Secretary

Welfare Team:

Beyond your tutor there are a number of staff who you can turn to for advice, support or help in any given situation. This includes the staff below, all of whom would be happy to speak to you:



Mrs Lesley Curran
School Nurse
Head of the Medical Centre



Mrs Justine Rimington
Designated
Safeguarding Lead



Mrs Cath Parfitt
School Counsellor



ACADEMIC YEAR 2021-2022

MICHAELMAS TERM 2021 - 2022

Friday 27 August	New Staff Induction Day
Monday 30 August	Bank Holiday
Tuesday 31 August	INSET Day
Wednesday 1 September	INSET Day

Start of Term	For boarders For day pupils	2000 on Wednesday 1 September 0830 on Thursday 2 September (school buses operate as normal)
Exeat Weekend	after commitments on Friday 24 September to either 2100 on Sunday 26 September (boarders) or 0830 on Monday 27 September	
Half Term	For boarders For day pupils (Buses leave at 1640)	1615 on Friday 15 October to 2000 on Sunday 31 November 1615 on Friday 15 October to 0830 on Monday 1 November
Exeat Weekend	after commitments on Friday 19 November to either 2100 on Sunday 21 November (boarders) or 0830 on Monday 22 November	
End of Term	For all pupils	1615 on Friday 10 December (buses leave at 1640)

LENT TERM 2022

Monday 3 January	Bank Holiday
Tuesday 4 January	INSET Day

Start of Term	For boarders For day pupils	2000 on Tuesday 4 January 0830 on Wednesday 5 January (school buses operate as normal)
Half Term	For boarders For day pupils (Buses leave at 1640)	1615 on Friday 11 February to 2000 on Sunday 20 February 1615 on Friday 11 February to 0830 on Monday 21 February
Exeat Weekend	after commitments on Friday 11 March to either 2100 on Sunday 13 March (boarders) or 0830 on Monday 14 March	
End of Term (Good Friday 15 April, Easter Sunday 17 April)	For all pupils	1615 on Friday 25 March (buses leave at 1640)

TRINITY TERM 2022

Monday 18 April	Bank Holiday
Tuesday 19 April	INSET Day

Start of Term	For boarders For day pupils	2000 on Tuesday 19 April 0830 on Wednesday 20 April (school buses operate as normal)
May Day	Bank Holiday school closed Monday 2 May open as normal Tuesday 3 May	
Half Term	For boarders For day pupils (Buses leave at 1640)	1615 on Friday 27 May to 2000 on Sunday 5 May 1615 on Friday 27 May to 0830 on Monday 6 June
End of Term	For all pupils	1330 on Saturday 9 July (Speech Day)

PLEASE NOTE

- These dates should be recorded and all steps taken to avoid clashes that could lead to a pupil being absent during term-time. If there is a need for leave of absence to be sought, contact must be made with the relevant Head of Tier at the earliest opportunity. It should never be assumed that leave of absence will be automatically granted.
- Parents are recommended to read the school policy on 'Leave of Absence' which explains in more depth Trent's expectations on this issue and the procedures that should always be followed.