



Lower School handbook



TRENT
COLLEGE

2023/2024



Dear Parents and Guardians,

Welcome to the Lower School Handbook.

This document is designed to answer any 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 their Year 7 Tutor rooms, meet their Tutor again and identify which locker they will be using. He or she will pick up a Pupil Diary which also serves as another line of communication between pupils, parents and tutors. During the first week of term 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.



Contents

	page
Introduction from the Head of Lower School	1
Our whole school Vision and Ethos	1
The Educational Aims of Lower School	3
Daily Routine, registration, chapel	5
House system	5
Tutorial system	6
Curriculum	6
Prep (Homework)	6
Learning Support	6
Boarding	8
Reporting system	8
Educating the whole person	8
Behaviour	8
Appearance and Dress Code	11
Uniform guidelines & general equipment	12
Sports clothing & equipment	13
Selection for teams and commitment to school fixtures	14
Medical Centre	15
ICT, mobile phones, money	15
Security	15
School calendar	15
Trent Parents' Association	15
Parental involvement at school	16
School Office contacts	17
Leave of Absence and Term dates	17
Lower School personnel and management	18



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

MONDAY-FRIDAY

	From	To
Registration	08:30	08:40
Chapel/Assembly/Form time	08:40	08:55
Period 1	09:00	10:00
Period 2	10:05	11:05
Break	11:05	11:30
Period 3	11:30	12:30
Lunch	12:30	13:55
Period 4	13:55	14:55
Period 5	15:00	16:00
Activities/Prep	16:15	17:30
Buses depart	17:40	



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 or other commitments for Lower School 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.

When there are no fixtures, the sports team will run Saturday training sessions available to all pupils between 10am and 11.30am, followed by lunch and parents' refreshments in the Prince Obolensky building.

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 0115 849 4949 or by email to absence@trentcollege.net. Absence will be recorded in our school system to inform staff.

We also ask parents to call/email daily to inform of any on-going illness. Whenever a child returns to school after illness, we must receive an explanation for the absence. Regular unauthorised or unexplained absence can be considered as a safeguarding concern.

If a child has to miss any Games or PE periods for any reason, it is essential that parents either request permission or provide an explanation as required.

CHAPEL & FAITH

The school has a Christian foundation. Our service programme is a celebration and exploration of the role that faith can play in life and provides an opportunity for children to reflect on important aspects of life and growing up. Pupils attend chapel once per week and for occasional formal services (eg: Christmas Carols and Readings). We expect pupils of all faiths, and none, to attend chapel as part of their role in the school community.

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
 - Hanbury
 - Kemp
 - Owen
 - Wright
- Purple
 - Red
 - Blue
 - Orange
 - 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, pupils wear a House tie.

TUTORIAL SYSTEM

On entering Lower School, pupils join Year 7, which is led by the Head of Year 7 with the support of an Assistant Head of Year.

Year 7 has a team of 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 Swallow Centre, 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 Swallow Centre when not in lessons or taking part in formal activities.

CURRICULUM

The curriculum aims to be broad and engaging, enabling pupils to develop their skills and knowledge in a range of fields.

All pupils follow a two-week timetable. All lesson periods are 60 minutes in duration, with five periods every day.

The core curriculum studied by all pupils consists of: English, Maths, Science, Geography, History, Religious Studies, Art, D&T, Music, Drama, Food & Nutrition, PE and a Modern Foreign Language.

Academic teaching groups are arranged independently of tutor groups. The timetable will be provided at the beginning of term and this is usually 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 16:15-17:30; 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.

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. 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 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 being a day pupil to become a boarder in Years 7 to 11. This decision is often due to increasing time pressures, travel time or 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 contact the Admissions department. Although places are limited, we do all we can to accommodate requests.

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.

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.

The co-curricular enrichment programme operates at lunchtime and after school Monday to Friday, and pupils will be able to select from a wide range of activities, including those relating to music, drama and sport, as well as clubs aligned to curriculum areas and those supporting general hobbies and interests. 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, choir or band.

At the beginning of every term, we ask pupils to work with their tutors and parents to select their activities from the SOCs online system. Guidance is given on how pupils and parents can access this very useful tool, which enables them to see the whole programme available to them and allows them to balance their other commitments.

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 Rewards and Sanctions Policy seeks to shape good behaviour through the effective use of support, 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

Every pupil should live and work in a civilised 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 referrals or sanctions 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 or collecting litter can prove to be effective. Setting short term behavioural targets plays a major part in behaviour change.

Lower School Sanctions

Level 1: Informal intervention

Interventions at Level 1 of the Sanctions Hierarchy 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:

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

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

This usually entails an extended time for reflection with the Head of Tier.

Level 4: Saturday Detention

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 in fixtures during the period of detention.

Level 5: Suspension/Exclusion

Suspension is considered in cases of serious misconduct as per the Rewards and Sanctions Policy.

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 regarding 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.

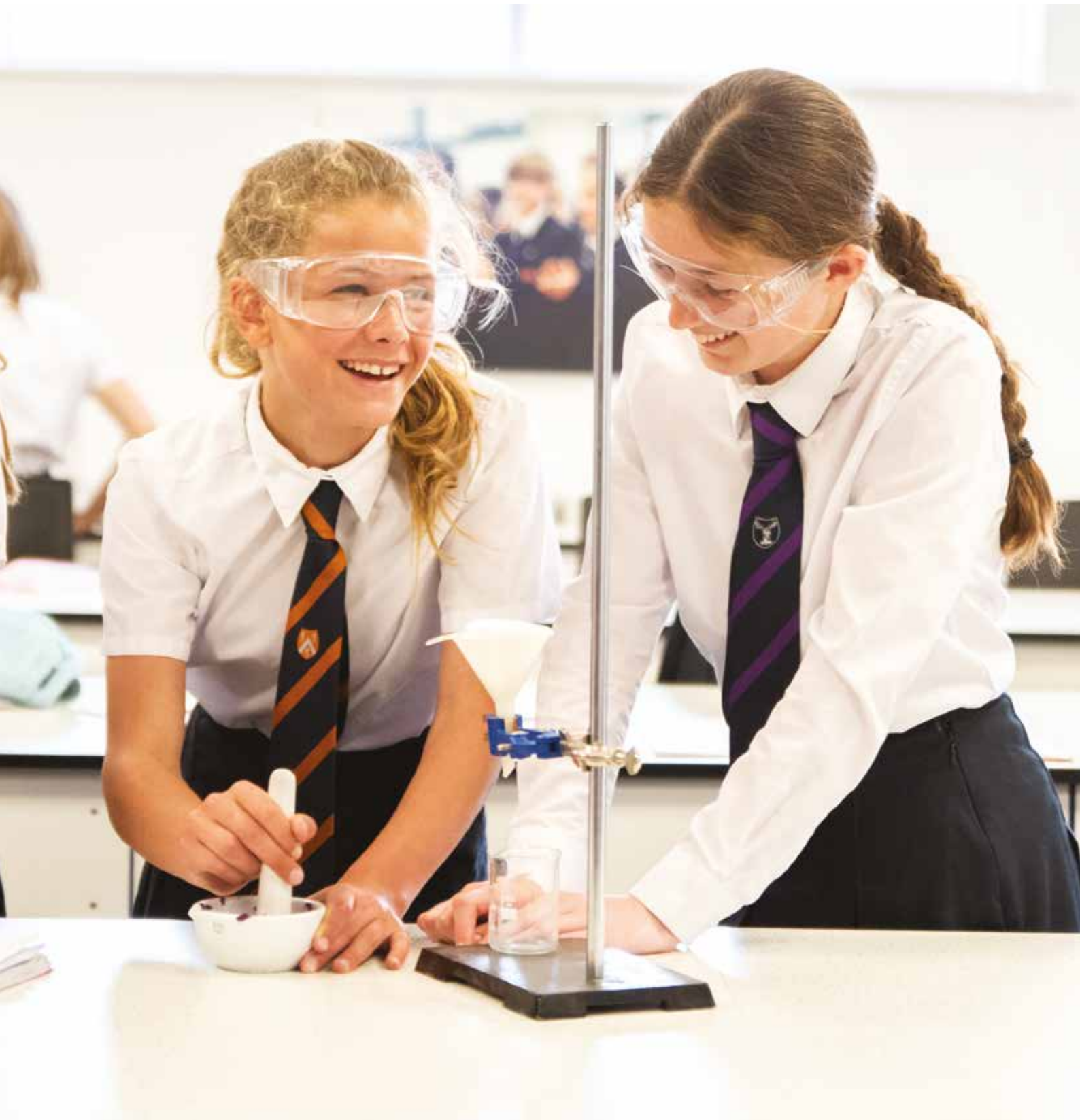
Parental attendance is usually expected. The Housemaster/mistress may represent parents at a Behaviour Review Meeting involving a boarding pupil. If parents are unable or unwilling to attend a Behaviour Review Meeting, it may be conducted in their absence at the school's discretion. Parents will be informed 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 Lower School pupils enjoy positive relationships with their peers and, for much 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 to achieve a resolution.

Trent College does not accept bullying of any kind and will take any allegation 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 College has a school uniform and we expect our pupils to wear it smartly both at school and on any visit away from school. It is expected that full school uniform is worn on journeys to and from school. A pupil failing to wear the appropriate uniform, according to the guidelines, should expect a sanction and can be removed from lessons until the issue is resolved.

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. Email: trentcollege@newplansolutions.co.uk

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



SCAN HERE

'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.

GENERAL NOTES ON UNIFORM & APPEARANCE

The overall appearance must be smart and professional. All pupils are expected to abide by the instructions of Head of Year regarding dress and appearance. The following notes may be of assistance.

Girls may wear one small, stud earring in each ear. Other piercings are not allowed. No bracelets, rings or wrist bands should be worn.

Parents may request permission from the Head of Year for jewellery to be worn for religious reasons. Please note that government guidance makes clear that a school may decline such requests.

Hair should be neat, out of the eyes and of one natural colour without adornments or extensions. Pupils are expected to be clean shaven. Long hair should be tied back.

In the interests of presenting a smart school image, community cohesion and consistency, pupils with unacceptable dress, facial hair or hairstyle may be sent home to resolve the issue.

Make up, nail varnish and other cosmetics are not allowed.

Pupils who wish to engage in active play at break times may wear plain black leather shoes which are suitable for the purpose. There must be no coloured logos or mesh fabric.

UNIFORM GUIDELINES

Uniform	Description
Blazer	Navy with Trent badge
Skirt or trousers	Navy, pleated kilt or dark grey trousers (tailored, non-stretch material)
Shirt or blouse	Formal, collared and white (with a revere collar for girls if not wearing a tie)
Tie	House tie (optional for girls wearing a revere collar)
Jumper	Plain navy V-neck
Tights	Flesh or navy coloured
Socks	Navy (girls) dark & plain (boys)
Shoes	Smart and formal plain black leather flat shoes (no patent, suede, or material). Ballet or boot styles are not acceptable.
Outdoor Coat	Plain navy or black
School bag	Dark-coloured and large enough to hold A4 folders

GENERAL EQUIPMENT LIST FOR LOWER SCHOOL PUPILS

- Uniform and 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-85GTCW calculator
- A simple basic wristwatch (no smart watches)
- 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 / leggings	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 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 trouser* (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 term only)	White
Cricket cap* (Trinity term only)	Navy with Trent badge

Not all the items outlined above need to be purchased immediately (*), particularly the Trinity Term Sports clothing.

The base layer, swim wear 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 College.

Our 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 would 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 Sports 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 Trinity term.

Rugby boots do require studs that conform to IRB regulations. Bladed boots are neither permitted nor 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 PE 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 always consult the school calendar 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.

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 Sports department will also send a text to parents alerting of a pupil's 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 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 College.

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-85GTCW

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-85GTCW. They are readily available from most supermarkets and stationers.

MOBILE TELEPHONES

All mobile phones must be handed in at the start of 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 College 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 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 to help shape Trent's thinking across different aspects of 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 several social events. The Association also supports school charities, an As New shop, expedition fundraising, special recognition awards and competitions.

To contact the TPA email trentparents@gmail.com or follow them on Twitter [@TrentParentsTPA](https://twitter.com/TrentParentsTPA)

PARENTAL INVOLVEMENT AT SCHOOL

Parents are encouraged to support school matches, both at home and away, and any official school functions (concerts, plays, lectures, etc.), some of which will be ticketed. During competitive fixtures, we encourage positive support and engagement from parents. We encourage the parents of all pupils who represent the school to join us for refreshments after matches.



SCHOOL OFFICES

Head of Lower School	Mr Stephen Wood	
Head of Year 7	Mr Calum Settingrington	
Assistant Head of Year 7	Mrs Laurian Blackwell	
Head of Year 8	Mrs Philippa Sala-Scott	
Assistant Head of Year 8	Mrs Rachael Dwight	

School Secretary	Mrs Sharon Moulds	0115 983 6991
------------------	-------------------	---------------

Bates Boarding House		0115 983 6961
Shuker Boarding House		0115 983 6963

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

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

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

Admissions Manager Term time & holidays	Available at the following times: 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 Term time	Open at the following times: 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 Term times ONLY	Available at the following times: 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 Team.

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: please write to Mr Stephen Wood by letter or email (stephen.wood@trentcollege.net) well in advance where possible. 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) through your child's Tutor.

We recommend parents 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



Mrs Laurian Blackwell
Assistant Head of Year 7



Mrs Phillipa Sala-Scott
Head of Year 8



Mrs Rachael Dwight
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 2023-2024

MICHAELMAS TERM 2023

Monday 28 August	Bank Holiday
Tuesday 29 August	New Staff Induction Day
Wednesday 30 August	INSET Day
Thursday 31 August	INSET Day
Friday 1 September	New Pupil Induction Day (Year 7 and Year 12)

Start of Term	For boarders For day pupils	2000 on Sunday 3 September 0830 on Monday 4 September (school buses operate as normal)
Exeat Weekend	after commitments on Friday 22 September to either 2100 on Sunday 24 September (boarders) or 0830 on Monday 25 September	
Half Term	For boarders For day pupils (Buses leave at 1620)	1600 on Friday 20 October to 2000 on Sunday 5 November 1600 on Friday 20 October to 0830 on Monday 6 November
Exeat Weekend	after commitments on Friday 24 November to either 2100 on Sunday 26 November (boarders) or 0830 on Monday 27 November	
End of Term	For all pupils	1600 on Friday 15 December (buses leave at 1620)

LENT TERM 2024

Monday 8 January INSET Day

Start of Term	For boarders For day pupils	2000 on Monday 8 January 0830 on Tuesday 9 January (school buses operate as normal)
Half Term	For boarders For day pupils (Buses leave at 1620)	1600 on Friday 9 February to 2000 on Sunday 18 February 1600 on Friday 9 February to 0830 on Monday 19 February
Exeat Weekend	after commitments on Friday 8 March to either 2100 on Sunday 10 March (boarders) or 0830 on Monday 11 March	
End of Term <i>(Good Friday 29 March, Easter Sunday 31 March)</i>	For all pupils	1600 on Friday 22 March (buses leave at 1620)

TRINITY TERM 2024

Monday 15 April INSET Day

Start of Term	For boarders For day pupils	2000 on Monday 15 April 0830 on Tuesday 16 April (school buses operate as normal)
May Day Bank Holiday	school closed Monday 6 May open as normal Tuesday 7 May	
Half Term	For boarders For day pupils (Buses leave at 1620)	1600 on Friday 24 May to 2000 on Sunday 2 June 1600 on Friday 24 May to 0830 on Monday 3 June
End of Term	For all pupils	1330 on Saturday 6 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.