



Parent Handbook 2020/2021



Welcome
to Fullbrook

Mrs K J Moore,
Principal BSc (Hons)



A Specialist Mathematics, Science and
Technology College with Academy status.

Inspired to Achieve



Fullbrook 6

*Big enough to challenge,
small enough to care*



Sixth form centre →



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Welcome to Fullbrook

The Fullbrook Community inspires an active passion for learning in everyone. We challenge, respect and support each other to be better than we ever thought we could be.

Fullbrook is a successful school that has a clear purpose to inspire our students to achieve. We provide a stimulating and exciting environment in which all students can fulfil their academic potential and develop their personal and social skills from the age of 11 to 18. In September 2011 we became an Academy.

Our professional and caring staff expect students to work hard and behave with consideration for others at all times. Fullbrook is a community in which young people are treated as individuals, feel safe and enjoy their education.

PARENTAL INVOLVEMENT

We welcome, encourage and value parental involvement in school life. We acknowledge that the success of our school depends on a close partnership between students, parents/carers and teachers. We work in partnership with parents/carers on a one to one basis about individual students and also with the broader parent community via the Parent Voice.

THE PARENT VOICE

The Parent Voice is an innovative forum working towards expanding the role of parents/carers and their involvement within the school. The aim is to bring the ideas and preferences of parents/carers to the attention of staff and governors, with the common goal of improving education and the environment of the school. This is an evolving, multi-functional forum which, on a strategic level, is supporting the School Development Plan and, on an operational level, is co-ordinating volunteers to help within the school on a variety of projects.

Term Dates and Structure of the School Day

DAILY ROUTINE

Years 9/10/12/13		Years 7/8/11	
8.40 – 9.00	Registration	8.40 – 9.00	Registration
9.00 – 10.00	Period 1	9.00 – 10.00	Period 1
10.00 – 11.00	Period 2	10.00 – 10.20	Break
11.00 – 11.20	Break	10.20 – 11.20	Period 2
11.20 – 12.20	Period 3	11.20 – 12.20	Period 3
12.20 – 1.20	Period 4	12.20 – 1.00	Lunch
1.20 – 2.00	Lunch	1.00 – 2.00	Period 4
2.00 – 3.00	Period 5	2.00 – 3.00	Period 5
3.00 – 3.10	Registration	3.00 – 3.10	Registration
3.10 – 3.15	Reflection / Review	3.10 - 3.15	Reflection / Review

Fullbrook Holiday Dates 2020/2021

Autumn Term 2020

1 & 2 September - Staff INSET Day (School closed for students)
 3 September – All students return
 16 October – 12:30pm students finish. Half day INSET (School closed to students)
 Half Term 26 October – 30 October
 17 December – 12:30pm students finish

Spring Term 2021

4 & 5 January – Staff INSET Day (School closed for students)
 6 January – All students return
 5 February – 12:30pm students finish. Half day INSET (School closed to students)
 Half Term 15 February – 19 February
 1 April – 12:30pm students finish

Summer Term 2021

19 April – All students return
 Half Term 31 May – 4 June
 21 July – 12:30pm students finish

THE ROLE OF THE TUTOR

The tutor is the person that you or your child should first contact with any queries or concerns once he/she has started at Fullbrook. The tutor will meet with your child twice a day during registration and will have an overview of progress, attendance, behaviour and general well-being. The tutor may contact you if they have any concerns or queries.

TUTOR PROGRAMME

The tutor programme runs during registration times and supports students in their personal development. Tutor time activities include: LLL (Literacy, Language and Listening), Numeracy, SMSC/British Values, Equality, Anti-bullying and Quizzes. Some tutor groups have organised small-scale charity events this year and there are a variety of competitions to support whole school/local/ national initiatives for students to enter. The weekly quiz can get very competitive! Time is built into this programme for the tutor to hold academic and learning interviews with your child in order to check on his/her progress.

For the first half term for Year 7 students, the Year 11 mentors support them during tutor time and there is a focus on team building and 'getting to know each other' activities.

HEAD OF LEARNING

Each year group from Year 7-11 is managed and led by a Head of Learning. Each Head of Learning works closely with a member of the Senior Leadership Team to ensure the best pastoral care is provided for every student.

COMMUNICATION

At Fullbrook we use a variety of communication methods, letters may be sent out via student post, email or by Royal Mail. Please ensure that the school has full contact details of all parents/carers so that we are able to ensure efficient communication. Additionally, communication will often be by INSIGHT, the school's online parent portal. The INSIGHT App is available to download which will provide you with access from your tablet or phone. You will be provided with your INSIGHT login details early in the first half term after starting at Fullbrook.

COMMUNICATION IN AN EMERGENCY

Fullbrook is committed to providing a safe environment for students, staff, parents/carers and visitors. In the event of a serious emergency situation, the school will refer to and implement our emergency plan.

Students from whom we have received parental permission to go directly home in an emergency situation will be released by a member of the Senior Leadership Team. Students whose parents/carers have requested their son/daughter remain with us until 3.15 pm will be moved to a secure, off site location where they can be collected by a parent or carer. It is important therefore that the Emergency Planning letter provided to parents/carers before the start of term school is completed. If not, students will be deemed not to have permission to go home on their own and will need to be collected at 3.15 pm from the designated location.

THE STUDENT LEARNING ENVIRONMENT (SLE) AND THE PARENT PORTAL

The school provides a range of online services to support students, parents/carers and teachers to ensure we are all informed partners in the shared goals of rapid and engaged learning.

Students can access all of the online services (including the SLE) from outside school via RM Unify. A link to the RM unify login page can be found on the useful links page of the school website. Both the school website and SLE have been designed to be accessible from any location using a range of devices including smart phones and tablets. The link takes students to the RM Unify page which provides 'single sign in' access to the SLE, Office Online, cloud storage (OneDrive), Show My Homework and other tools. Students receive training on how to access Rm Unify in school and use it routinely across a range of subject areas. Problems with logging in are rare but if this should happen, students should report it to the network support office immediately. In providing access to Office Online students can be sure they have the software needed to complete homework tasks.

Students are informed of their homework tasks through the Show My Homework website. Homework can be submitted to teachers using a range of methods. Students have a school email account with teacher contact details in the address book. Students can print homework or resources in school during break time or after school. PCs with internet and printing facilities are provided in the Learning Resource Centre.

Parents/Carers can access Homework tasks via the Show My Homework website. Parents can access this website and other online services via the useful links page on the school website. Login details will be posted to parents/carers early in the first half term. Note that parents and students are able to view homework tasks without requiring a password. The dropdown menus at the top of the webpage allow users to select year group, subject and/or class teacher. A user guide is available in the 'useful links' section of the school website. Show My Homework ensures parents and students have clear information regarding set homework, when it is due and what resources have been made available to support the learning.

Additional services available to parents/carers via the Useful links page include:

Online Booking of Parents' Evenings appointments

Parent Pay (online payment tool for trips and food accounts)

Student Timetable (also available through their INSIGHT account)

School Calendar

STUDENT RECORD BOOKS

These belong to the students and should be brought home daily. The Record Book can be used by parents/carers as a method of communication. It is supplied for students to record homework should they wish to (but this is also shown on Show My Homework), target levels, absences, communications, as well as noting any detentions. This book should be treated with respect and not contain graffiti. Students who damage their book will be required to purchase a new one.

CHANGE OF PERSONAL INFORMATION

It is important that the school is able to contact parents/carers. We require the details (contact numbers/email addresses) of at least 2 emergency contacts for each student. Please ensure that these are provided and any amendments are notified in writing or via email to info@fullbrook.surrey.sch.uk. Please ensure that the school is provided with all parents and carers contact details unless there is a legal reason not to do so. **A copy of any court orders must be provided to the school for legal and child protection purposes.**

QUERY AND ENQUIRY PROCESS

The school is always happy to answer any queries that you have. In the first instance, please phone Reception on 01932 349301 and they will advise you as to who the best person is to offer you assistance or you can email info@fullbrook.surrey.sch.uk and your query will be forwarded to the appropriate person. If there should be concerns about your child's education or behaviour, please mark messages for the attention of your child's Tutor who will be happy to assist you.

PARENTAL FEEDBACK TO SCHOOL

General feedback is welcome via the info@fullbrook.surrey.sch.uk email at any time. The 'Parent Voice' organises additional events, usually once a term, when there is opportunity for parents/carers to make contributions about the particular topic of the evening.

Attendance and Absence

Research has shown a direct link between attendance and attainment, and that small amounts of absence have a disproportionate effect on results. Some important facts include:

- Year 11 students at Fullbrook with 100% attendance surpass their target grades.
- Students' final performance in examinations is expected to go down by one grade for every 10% of school missed.

Students with a poor attendance record at school are finding it increasingly difficult to get accepted onto training and careers options.

We expect Fullbrook students to attend school every day. Where absence is unavoidable, please see the information below.

ATTENDANCE, ABSENCE AND PUNCTUALITY

If a student is absent, parents/carers should leave a telephone message on the school absence line in the morning of **every day of absence**; giving the student name, year group and the reason for absence.

- Medical appointments should be made outside school time. If this is unavoidable, please provide the school with an appointment card or letter to support the absence.
- Absences of five or more consecutive days must be supported by medical evidence; we cannot authorise the absence without this.

The school subscribes to an automated truancy call system which will contact parents/carers via SMS texts, telephone or email if their child does not register in school in the morning and no contact has been made from home.

- We expect parents to respond to truancy calls straight away.
- We need to establish where all our students are every day and will take measures to follow up any absences that are not explained by midday.
- Every student knows that it is their responsibility to ensure that they have been registered each morning to reduce the likelihood of causing parents/carers unnecessary anxiety.

The school attendance target is 96% which allows for a maximum of 7.5 days absence over the whole school year. Most students achieve or exceed this target.

Letters will be sent home to students whose attendance falls below the school target. Individual circumstances will be taken into account for every student, and students with long term health problems are supported by school in accordance with their needs. As a general guide, an explanation letter will be sent to all students after two separate absences, and a letter with individual attendance is sent out after a third absence. If a student has two more absences, parents will receive a letter stating that medical evidence will be necessary to enable us to authorise any future absences.

A student is classified by the Department for Education as a persistent absentee if they miss 10 per cent or more of their sessions – which means their attendance is 90% or lower.

If a student has not attended regularly, parents will be invited to a meeting in school to discuss any difficulties and to sign a School Attendance Agreement that will support them in fulfilling their legal responsibility to ensure their child's regular attendance at school.

The school encourages high standards of punctuality. Students are expected to be in school at 8.30 am and those arriving at AM registration after 8.30 am will be recorded as late

Due to the ongoing COVID-19 pandemic, our punctuality policy is under review and information will be sent out at the beginning of the new term.

Continued poor punctuality will result in parents being invited to a meeting in school with a member of the Pastoral Team to discuss any difficulties and to sign a Punctuality Contract. Students who arrive after registers have been closed at 9.30 am without good reason will be marked absent and sanctions for poor attendance will apply.

SIGNING IN AND OUT

Should a student need to arrive/leave school at a time other than normal school time, parents/carers must leave a message on the school absence line. Parents should provide a note to be shown to the relevant class teacher which can be recorded in the student's record book for Year 7 students.

If a student arrives at school after 9.00am for any reason they must go directly to their Head of Learning Office where they will show the Student Support Officer a note from their parents/carers and then sign in. (under review, information will be provided to students in September)

When leaving during the school day, students must report to Reception to be signed out. **Students are not allowed to leave the school premises without permission.**

MEDICATION DURING SCHOOL HOURS

If a student needs to take medication in school time, it should be handed to Reception clearly marked with the student's name and the relevant instructions. You will be required to complete a Student Medication Request form. A student who has a continuing medical condition is advised to have back-up medical supplies in school. Please contact the Reception team to discuss your child's particular circumstances.

IF YOUR CHILD IS UNWELL AT SCHOOL

Students who are unwell in school should report to Reception. Where appropriate, they will be directed to the Medical Room and monitored by a qualified First Aider. Parents/Carers will be contacted if a student needs to be taken home. Students are not allowed to contact their parents directly. (There is a risk assessment and action plan in place that staff are trained to implement should a student show symptoms of COVID-19)

SCHOOL WORK MISSED THROUGH ABSENCE

It is the responsibility of students to speak to their teachers and ensure that they catch up with all work that is missed through absence. However, in cases of prolonged absence, please contact the school and we can organise for work to be accessed via email or other school systems, or to be collected from Reception.

HOLIDAYS AND LEAVE OF ABSENCE

If it is necessary for you to take your child out of school for any reason other than medical, you will need to complete a Request for Leave of Absence Form. The form can be downloaded from the parent information area of the school website or obtained from Reception. The school policy is available on our website and states that the school does not grant leave of absence for holidays other than in exceptional circumstances. Any unauthorised absence will be recorded as such in your child's attendance record. Requests for leave of absence will not be granted during public examination periods for students in Years 9 to 13. Leave of absence will not be authorised for students in Years 11 and 13.

Should you decide to take your child out of school without authorisation by the school, you will be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

Our attendance policy provides more detailed information and is available on our website.

SUPPORTING STUDENTS WITH THEIR HOMEWORK

Departments can provide students with websites, lists of TV/radio programmes, reading lists and specific articles that provide further insight into the topics being learnt. These are provided through the faculty areas on the SLE or via Show My Homework. Homework is posted daily on Show My Homework.

Revision and examination preparation can be supported in a range of ways. These include: providing past papers with mark schemes, making revision guides available for loan or purchase, structuring revision by providing topic based revision schedules, providing outline revision timetables, explaining how to revise in a range of styles. Students are taught how to revise in school.

ICT is a powerful motivator to increase independent learning. It may include the use of internet, SLE, podcasts (downloads created by students and staff), DVDs/videos, CDs, digital cameras to present/analyse/evaluate, discussion forums, on line activities and use of voting devices.

Parents/Carers can support their children by monitoring that homework is completed in a timely manner. To support this, ALL homework is set via Show My Homework; students will have access to the full details via Show My Homework. Parents/Carers will have access to a subset of these details (including deadlines and available resources) via the Parent Portal.

You can help your child by providing somewhere suitable for him/her to work at home and by establishing a regular homework routine. Encourage your child to manage his/her time by setting an allocation of time each day to complete homework. This will need to be arranged around your child's other weekly commitments. If your child is struggling to complete a homework task or finding it particularly difficult, please contact the relevant teacher via email to make them aware and encourage your to show it to the teacher.

MONITORING YOUR CHILD'S ACADEMIC PROGRESS

All students will be monitored for academic progress. Together, the tutor and student will set targets to help the student to develop and improve. Subject staff will always set individual targets during lessons and for reports, reports can be accessed through INSIGHT. Your INSIGHT login and details of how to access your child's academic progress will be sent to you early in the first half term after starting at Fullbrook.

ATTENDING MEETINGS ABOUT YOUR CHILD'S PROGRESS

Throughout the year there are opportunities for you to meet with your child's tutor and teaching staff to discuss progress. In addition, parents/carers can contact the school at any time and the school may request to see parents/carers if there are any concerns.

LEARNING SUPPORT

The Learning Support Faculty supports students with a range of learning, physical and social and emotional needs. Students are identified for having SEND support through liaison with primary schools, parents/carers, and teachers as well as through screening and tracking progress. Students may be referred to Learning Support at any stage in their school life and may also access the faculty by speaking to their Head of Learning or the SENCo.

All students accessing support through the Learning Support Department are placed on an Additional Needs Register which staff are able to access to become aware of students individual needs. In addition to this, those students who have an ECHP and SEND support are issued with a Profile for Success to enable them to access to the curriculum.

Some students are also withdrawn from lessons for extra tuition, skills groups or other interventions. A wide range of external agencies are also involved through our multi-professional team. **The Learning Support Faculty can be contacted at any time.**

Behaviour for Learning, Rewards and Sanctions

At Fullbrook we expect and encourage high standards of behaviour at all times, both inside and outside of the classroom. We expect all students, staff and parents/carers to adhere to our code of conduct, 'The Fullbrook Way'.

HOW TO CHECK YOUR CHILD'S ACHIEVEMENT AND BEHAVIOUR LOG ON A DAILY BASIS

INSIGHT is our electronic behaviour tracking and management system. It is used by staff to record incidents of positive behaviour and, where necessary, incidents of poor behaviour. The system also schedules detentions and records students' attendance at them.

You will be issued with a Username and Password to allow you to view your son's/daughter's behaviour through INSIGHT on a daily basis. Students will have their own login to INSIGHT and the INSIGHT App, providing them with the same information.

To keep parents/carers informed of any initial concerns, we send email alerts to you in the hope that discussing the matter at home will prevent further sanctions so please ensure that you have informed the school of your email address.

REWARDS

Students can be awarded merits to the value of 1, 3, 5 or 10 for a whole range of reasons including demonstrating Growth Mindset. These merits are recorded in INSIGHT.

CELEBRATIONS OF SUCCESS

At Fullbrook we continually celebrate the successes of our students. This is formalised in an assembly at the end of each term. Certificates, prizes and vouchers are awarded for the following areas: academic achievement, attendance and punctuality, house competitions, contributions to the school and community, as well as outstanding effort, achievement and progress in all areas of school life.

DETENTIONS

There may be occasions when students are detained beyond the normal end of school but they will not be kept more than 10 minutes without giving parents/carers 24 hours' notice **except when a student is in Inclusion**. In this case, the student may be detained up to half an hour whilst we check their effort during the isolation period. Students are notified of all detentions through INSIGHT. Your INSIGHT login and details of how to access your child's detentions will be sent to you early in the first half term after starting at Fullbrook.

The Curriculum

WHICH SUBJECTS WILL YOUR CHILD BE LEARNING AT FULLBROOK?

Students in Key Stage 3 will follow the National Curriculum. This means that they will study the following subjects over the course of the cycle:

Art	Modern Foreign Languages (French or Spanish)
PSHE, RSE and Citizenship	Mathematics
Drama	Music
English	Physical Education
Geography	Religious Studies
History	Science
Computing	Technology (Textiles, Resistant Materials, Graphics and Food Technology)

Clubs and Enrichment Activities

Fullbrook provides a varied and broad opportunity for enrichment activities both in school and outside. We recognise that enrichment provides students with the means to broaden their horizons, developing a deeper understanding of their own strengths and also gaining a greater sense of what it means to be a successful member of society.

We have well equipped, purpose built facilities which enable us to support the curriculum with a rich and varied programme of workshops, performances, clubs and activities. We also offer a wide range of offsite enrichment trips and visits which take place throughout the year.

HOUSE SYSTEM

All students in Fullbrook are members of one of four Houses: Dragon, Griffin, Pegasus and Phoenix.

Each tutor group belongs to a House and all students in that tutor group are members of the same house. The House System aims to:

1. Develop a sense of belonging and community within a safe environment.
2. Enrich every students' experience of school life.
3. Encourage enjoyable and healthy participation.

Students attend House assemblies with those from other year groups; vote in House elections and participate in a wide range of House activities and competitions during the year. Students earn points for their house through a variety of activities. A House point can be earned for each of the following:

- 20 merits
- Membership of after school clubs
- Meeting the school attendance target each term
- Sports day activities
- Participating in any House competition

MUSIC DEPARTMENT: INSTRUMENTAL LESSONS

We offer lessons on a range of musical instruments and are fortunate enough to have a number of very skilled instrumental teachers here on a weekly basis. Music lessons mostly take place during the school day and are timetabled so that students need not miss the same lesson more than once in a half-term.

Below is a list of lessons available at Fullbrook. Should you wish to book lessons for your child, please contact the Music Department for an application form. All lessons are £15.00 per half hour.

Instrument Lessons		
Piano	Saxophone	Trumpet
Electric Guitar	Flute	French Horn
Acoustic Guitar	Clarinet	Trombone
Bass Guitar	Violin	Euphonium
Singing	Viola	Tuba

SCHOLARSHIP SCHEME

At Fullbrook we aim to provide a quality music education for all students and, with this in mind, we run a scholarship scheme to help with the cost of learning an instrument. Year 7 students starting in September are invited to apply for one of 40 scholarships.

Applications will be accepted from students who currently play an instrument, have played in the past, or those who are keen to begin learning for the first time. Successful applicants will receive one free 30 minute instrumental lesson per week. Most applicants will need to source their own instrument and the school has an excellent relationship with Britten's Music, who have provided Fullbrook scholarship students with a special rental agreement.

The following scholarships are available:

String Instruments	Brass Instruments	Woodwind
Violin	Cornet	Saxophone
Viola	Trumpet	Clarinet
	Trombone	Flute
	Euphonium	
	French Horn	
	Tuba	

Those students who are applying to continue their study of a specific instrument should indicate this on their application, along with details of any grades already reached. Those students who have not played before should indicate a preferred instrument family (strings, woodwind or brass). Successful applicants will be assigned an instrument best suited to them at the start of the scheme.

As you can understand, it is a big commitment both for the school and the students in terms of time and money; therefore, it is important that students understand and accept the following conditions of the scholarship:

- The scholarship will run for one academic year beginning in September 2020. All students receiving full scholarships must attend all lessons (unless they have a valid reason) and do at least 20 minutes private practice four times a week.
- Students and parents/carers are responsible for buying the necessary music for their lessons and for getting to and from the lessons should they be out of school hours.
- Students are expected to rehearse with the appropriate extra-curricular ensemble for their instrument/skill and perform in all concerts.
- After the first year, it is hoped that students will continue their study independently and return the instrument. However, students are invited to apply again in the case of financial hardship.

If you are interested contact music@fullbrook.surrey.sch.uk for a form and return it for the attention of Mr Johnson – Music Department.

LEADERSHIP OPPORTUNITIES

There are many leadership opportunities available to students at Fullbrook. These include:

- Sports Leaders
- Literacy Leaders
- Student Council
- House Representatives
- Mentoring
- Ambassadors for the School
- Playground Representatives
- Eco Team
- Year 9 Charity Representatives
- Year 8 Enterprise Team

These opportunities are available to students at various times throughout their school career.

SPORTS CENTRE

Fullbrook Sports Centre is a dual use facility used by both Fullbrook students and local community members from New Haw, Addlestone, Woodham, Byfleet and Woking.

The centre offers a wide variety of activities suitable for all ages and abilities. Whether you want to get fit or have a kick about with your friends, we have the facilities and the staff to help! Facilities include:

- Fitness Suite
- 4 Court Sports Hall
- 3 Studios
- Gymnasium
- All Weather 3G training Pitch
- Tennis Courts
- Netball Courts

With the option as parents/carers to join the Sports Centre as a member for as little as £5 per week and get a **huge** amount of activities for **free**, or 'pay as you go' (£5 per session), there is something for everyone. Unlike many other well-known gyms or health clubs, we at Fullbrook Sports Centre pride ourselves on helping out the individual; therefore, we won't pressure you into becoming a member and charge you astronomical prices to do so.

- No Joining fee
- No Cancellation fee
- No Contracts
- A non intimidating environment
- No Pressure
- "Pay As You Go" or Membership
- FREE Aerobics Classes
- FREE Sports Facilities
- FREE Martial Arts

Opening Hours

We are open 7 days a week - evenings and weekends during term time and all day during school holidays, as follows:

	Term-Time	School Holidays
Monday-Thursday	5pm-10:30pm	9am-10:30pm
Friday	5pm-9:30pm	9am-9:30pm
Saturday	9am-5pm	9am-5pm
Sunday	10am-4pm	10am-4pm

For more information, please call Nick Irwin, Sports Centre Manager, on 01932 348484.

Getting Organised

Students are encouraged to be as independently organised as possible but the school recognises that this is often a partnership between students and parents/carers.

APPEARANCE AND UNIFORM

All students are encouraged to take pride in their personal appearance. Uniform is worn in school, at official functions and on some school trips. Students on their way to and from school represent us in the local community and, to an extent, their appearance and behaviour influence the reputation we have. It is of great benefit to all our students that Fullbrook enjoys excellent support from the community.

FULLBROOK UNIFORM ETHOS: DISCREET, SMART AND PROFESSIONAL

Dressing appropriately and modestly, following the dress code, shows respect for yourself and those you work with.

The list below should make our expectations clear.

Make-up, nail varnish and nail extensions should not be worn to school.

Hair should be a reasonable length and no shorter than a grade 2, patterns or shavings are not permitted. Only natural hair colours are appropriate for school.

Jewellery The only permitted items are a flat ring, a watch and one pair of small studs, one in each ear lobe, for those with pierced ears and no other body piercing to be worn to school. The school cannot take responsibility for items of value. Students should not wear items that could be a danger in PE, Science and Technology lessons.

UNIFORM LIST

BLAZER	Navy blazer with the official school logo available from School Uniform Direct.
SHIRT	Plain white button-up style to be tucked in and worn with a Fullbrook school tie showing six stripes.
TIE	Navy striped tie available from School Uniform Direct.
JUMPER	Navy v-necked school jumper with the official school logo which is not compulsory but, if worn, must be purchased from School Uniform Direct.
SHOES	Plain black and low heeled (no more than 5cm in height). Boots, trainers, slingbacks, canvas shoes and platforms are not permitted.
SKIRT	Black skirt with the official school logo. Must be minimum of 20 inches in length and sit below the knee, only available from School Uniform Direct.
TROUSERS	Plain black <u>tailored</u> trousers (no leggings, denim or tight trousers)
SOCKS	Black, grey or white.
TIGHTS	Plain black or neutral
OUTDOOR COAT	Coats should be plain. The following items are not permitted: denim, multi-coloured, leather jackets, hoodies, sweatshirts or tracksuit tops.
HEADWEAR	Headwear (except on religious grounds) must not be worn inside the buildings, nor anywhere on the premises or approaches to school except in extreme weather conditions. Religious headwear should be plain and modest in colour (no patterns).
SUMMER UNIFORM	<u>White polo shirt</u> with the official school logo may be purchased from School Uniform Direct to be worn by students without a tie in the Summer term only. A blazer should be worn with the polo shirt but no jumper. If students are cold, they should return to winter uniform. <u>Black shorts</u> with the official school logo are available from School Uniform Direct.

Any items brought into school must not carry a drug related logo or abusive message.

All items of clothing and equipment should be clearly marked with the owner's name and tutor group. **Any infringement of the uniform rules may lead to isolation or being sent home if it cannot be remedied.**

All school uniform can be purchased from the School Uniform Direct website www.sud.co.uk, West Byfleet Shop KT14 6SD and over the phone: 0208 5445440

PHYSICAL EDUCATION KIT

PE KIT LIST

SHORTS/SKORTS	Plain navy shorts or navy skort. (Shorts/Skort are only available from School Uniform Direct) one of these is compulsory.
POLO SHIRTS	Navy Polo with school logo (only available from School Uniform Direct) this is compulsory.
SOCKS	White short socks and navy with white turnover long socks
¼ ZIP TRACK TOP	Navy ¼ Zip track top with the school logo (only available from School Uniform Direct) this is optional.
TRACKSUIT BOTTOMS	Plain navy jogging pants (only available from School Uniform Direct) this is optional.
FOOTWEAR	Trainers (compulsory) and football boots (advisable).
ACCESSORIES	Gum shield and shin pads (advisable).

The above articles should be carried in a strong holdall or sports bag.

PE KIT POLICY

The Fullbrook Physical Education Kit policy requires, all students to change into their PE kit, even if they are excused from the practical element of the lesson. The only exception to this will be if a student is unable to change because of broken limbs, for example. On occasions when students are unable to do PE, they will be expected to take on different role within the lesson. This might be as an official, coach or observer.

By wearing the Fullbrook PE kit, students who are not participating can ensure they stay warm and prevent their uniforms from getting dirty. If students fail to bring their kit, the usual sanction will apply. If a pupil is able to participate, but has forgotten their own kit, they will be provided with spare kit that they will be expected to wear so that they actively engage in their practical lesson.

Sanction Procedures: Currently under review due to COVID-19. Students will be informed in September.

All PE Kit can be purchased from the School Uniform Direct website www.sud.co.uk, West Byfleet Shop KT14 6SD and over the phone: 0208 5445440.

EQUIPMENT LIST

All students should have pens, pencils, a ruler, an eraser, drawing equipment and a reading book at all times. The following are suggestions from teaching staff that will be useful to have:

- Language Dictionaries: Collins Pocket Dictionary for French or Spanish
- Geography: Coloured pencils not felt tips
- Maths: Geometry kit
- Calculator
- A memory stick
- A highlighter
- Glue stick

READING BOOKS

All students are expected to carry a reading book with them at all times. During some registration periods, they will be expected to read in silence as the tutor speaks with individual students. Books may always be borrowed from the LRC.

PARENT PAY

Parent Pay is the online service that allows parents/carers to make secure online payments by credit and debit card via the link on the Fullbrook website and parent portal. Parents/Carers can use this facility to pay for a range of expenses from catering/dinner money to trips.

CATERING

Innovate IFG (Impact Food Group) supply, at competitive prices, a wide range of hot and cold foods, including vegetarian and Halal dishes, on a cafeteria basis. The service operates as a cashless system.

Cashless Catering System

When students arrive at the school they are given an account within our cashless catering system. On their first day with us an image of their fingerprint is taken. (under review) The system uses the image to create a number and then discards the fingerprint. Only the number remains on the system and this cannot be re-interpreted back into a fingerprint image. Each time the student wishes to use the system – to make a purchase, add money to their account or to check their balance – they place their finger on the reader which converts the image to a number and matches this number with the record held on the system. Balances can also be checked using Parent Pay.

Crediting your child's account

Any amount can be credited at any time via the web using Parent Pay. This can be by cash or cheques made payable to Caterlink. Cheques should have your child's name and tutor group marked on the back. **No** change or cash back will be given. The daily spend limit is set at £5.00; if you require a different spend-per-day limit for your child (either higher or lower), this can be changed by notification in writing. We can also block specific items if you require them not to be purchased.

Low Balances

Students are able to monitor how much money they have in their accounts when purchasing items at the till or by checking on the revaluation machines. You are also able to check your child's balance via Parent Pay.

Free School Meal Accounts

Students on free school meals will have their account credited daily with the free meal value. If this is not used by the end of the day, the balance will go back to nil ready for the next day. These accounts can also hold money in a separate purse enabling a child to use his/her own money if they wish to go over his/her Free School Meal allowance.

Security and Assurance

Paying by cheque or via the web onto the account means that money given to your child is secure and this will ensure that they have the means to purchase food daily at school.

Packed Lunch

Parents/Carers may wish to provide a packed lunch and this can be eaten in the Canteen or other designated areas.

School menu

A copy of the school menu can be found on the Fullbrook website within the parent information section.

TRAVELLING TO FULLBROOK BY CAR

If you bring your child to school or take him/her home by car, you are asked to follow the following code:

- Park with due consideration of our neighbours and other road users.
- Where possible, find an alternative drop off/pick up point to Selsdon Road and Keston Avenue.
- At the beginning of school, approach down Selsdon Road towards the school and use Keston Avenue as an exit.
- Never park in the access to the school.

TRAVELLING TO FULLBROOK BY BICYCLE

Students must apply to their Head of Learning for a cycle permit. The following criteria must be met:

- The bicycle must be in good working order.
- The bicycle must be insured on the parent's home contents policy.
- A cycle helmet must be worn at all times.
- Never cycle on a footpath.
- Distance from home should be over 1 mile.
- Cycle safely and appropriately to and from school

Failure to abide by these conditions will result in a loss of the permit.

LOCKERS

Lockers for all year groups have been outsourced to Independent Locker Solutions Ltd, who offer a rental service using powder coated steel lockers. The lockers are owned by ILS and are available for students to rent on an annual basis. Rental costs are currently £25 p.a. allowing use from September through to the following July. Please see their website www.ilsschools.co.uk for more information.

PERSONAL ELECTRONIC DEVICES (PED)

In lesson

- PEDs can be used in lessons for educational purposes if the teacher writes PED on the board.
- PEDs will not and are not allowed to be used for listening to music while completing tasks, revision, tests etc.
- Strikes for misuse of a PED in a lesson will be issued by classroom teachers.
- If a student receives a strike, it will be logged and recorded on a centralised spreadsheet. Student will be required to sign an agreement at the end of the day and a letter and copy of agreement will be sent home to the parent.
- If a student receives a second strike, it will be logged and recorded on a centralised spreadsheet. The Pastoral Lead will inform the parent.
- If a student receives a 3rd strike, the Pastoral Lead will inform the parent and the student will no longer be allowed a phone on their persons in school.
- If a student reaches 3 x strikes in one lesson, walkabout will be informed, the student will be removed to shadow, it will be logged on a centralised spreadsheet, parent will be informed, the student will no longer be allowed to have the phone on their persons in school. They will receive Inclusion as a sanction.

Out of lessons

- Students can use their PED at social times in the canteen and outside ONLY.
- Students are not allowed to have their phone out in the corridor or school buildings before, during or after the school day.
- If a student has their phone out in the corridor or school buildings their name will be logged and recorded and the 3 strike rule will be in operation as above.

PERSONAL PROPERTY

Items of value should not be brought to school; any that are, become solely the responsibility of the student. These include mobile phones, smart watches and other electronic devices. If your child needs to bring a musical instrument into school, arrangements can be made for their safekeeping in the Music Department.

Prohibited items include: aerosols, chewing gum, smoking materials, correcting fluid, large felt markers and items that could be dangerous. Any forbidden items that are brought to school are liable to be confiscated and may only be returned directly to parents. Items with drug related logos or abusive messages are not permitted.

All clothing should be marked with the student's name as it is extremely difficult to return unmarked property. Any unclaimed items will be disposed of.

A full printed version of any school policy will be provided on request.

ANTI-BULLYING POLICY

Everyone has the right to be treated with respect.

With this right comes the responsibility to treat others with respect.

The school's policy recognises that bullying exists and the prevention of bullying depends on the co-operation of students, parents/carers and staff.

- The students, parents/carers and staff of Fullbrook will not tolerate bullying of any kind.
- We will not pass by if we see anyone being bullied – we will either stop it or get help.
- If we have knowledge of bullying, it is our duty to let someone know.
- We understand a variety of actions contained in this policy will be used to combat bullying.
- The school will offer support and counselling for the victim and the bully.

This issue will be dealt with through assemblies, tutor programme and Deep Learning Days.

The Policy can be downloaded from the school website.

SAFEGUARDING

Fullbrook has adopted the Surrey Guidelines on Child Protection. All members of staff undertake annual Child Protection Training.

All members of staff who have any concerns that a child's safety is at stake will share their concerns with one of our Child Protection Officers:

Mr J Baker - Safeguarding Lead
Mrs C Smith - Deputy Safeguarding Lead
Mr S Manley - Deputy Safeguarding Lead
Ms E Williams
Mr S Wright
Miss E Lawrence
Mr J Czaplicki
Ms E Rabone
Ms D Sherman
Mrs D Mutto

CONFIDENTIALITY

We operate a policy at Fullbrook as recommended by the Department for Education circular 5/94. Where a teacher becomes aware that a student has embarked upon, or is contemplating a course of conduct, which is likely to place him, or her at moral or physical risk or in breach of the law, the Principal and Designated Safeguarding Lead will be informed. If a teacher becomes aware or suspects abuse, as disclosed by a student, they will inform a member of our Child Protection Team.

DATA PROTECTION

The school keeps information about students and parents/carers on its computerised administration system. The school also keeps confidential information in each student's file. Parents/Carers are entitled to see the information held on their own child only. The school is entitled to charge for the copies you require.

INFORMATION TECHNOLOGY

Fullbrook has a comprehensive network, with computers and other technology across the whole site. We have the latest in industry standard software and hardware available, covering a broad range of potential applications. Students and staff rely on the network to get the most out of the work they do here; as such students are required to be responsible in their use of the IT systems.

While we respect the privacy of personal communications, students should be aware that all activity on our systems is monitored by members of staff and any information, including messages, stored on school equipment may be viewed by the Network Manager and other members of staff where appropriate. While using email, students should not send or forward any message to a large number of people. Students are forbidden to compose or store any written, visual, or audible materials that are offensive. File names are also required to be in good taste.

Internet access at the school is heavily filtered and monitored, and we make every effort to ensure safe use of the internet. We strongly recommend that parents/carers monitor and guide internet use at home to avoid undesirable material being accessed. Web browsers generally keep track of all sites visited in a history list, as well as having parental controls that can be turned on. Commercial software can also be installed to filter undesirable sites, however caution and care is still advised.

Working in partnership with parents/carers we can ensure that students understand how to use the internet safely and appropriately, and that care must be taken when uploading and downloading materials such as personal data, personal images, software, etc.

SMOKING

Fullbrook is a No Smoking/Vaping site. Smoking or Vaping is against the law in public buildings. On the rare occasions that students are caught smoking on site they will be sanctioned. Smoking in the vicinity of the school is treated in the same way as smoking on site as it brings the school into disrepute. Any student blatantly in the company of a smoker, either on school premises or in the vicinity, will receive the same sanction.

DRUG AWARENESS

Fullbrook is committed to the health and safety of students and will take action to safeguard their well-being. The Fullbrook Drug policy was developed in consultation with students, parents/carers and staff and is available to view via the parent portal. The policy is divided into three main sections:

1. Drug education at Fullbrook
2. Fullbrook's position in relation to legally available substances on site
3. Fullbrook's response to drug-related incidents

Fullbrook runs a drugs information evening for parents/carers on a biannual basis.

RELATIONSHIPS AND SEX EDUCATION

All maintained secondary schools and academies are required to provide sex education (including information about HIV/aids and other sexually transmitted infections) to all students. Only the biological aspects of sex are taught as part of the Science curriculum. At Fullbrook the PSHE Programme covers the Relationship and Sex Education Programme. Aspects of sexual development and behaviour are taught in the context of moral considerations and with regard to the values of family life. Sex education forms part of a wider programme of health education, which is taught within the Citizenship programme. Aspects of sexual development and behaviour are taught in the context of moral considerations and with regard to the values of family life.

As in all other aspects of education, there should be a partnership between home and school in helping students to develop the knowledge, attitudes and behaviour associated with relationships and sex education. Relationships and Sex Education is more than just acquiring knowledge, it incorporates the

development of attitudes and values which lead to behaviour based on responsible decision making. The school aims to promote the partnership with parents/carers in this area through parent information evenings.

PARENTS' AND CARERS' RIGHTS

Parents/Carers have the right to withdraw their children from any teaching of sex education with the exception of National Curriculum Science. We believe that sex education is important for all students and we would encourage parents/carers to discuss any concerns with the school before seeking to exercise their right to withdraw their child. Parents/Carers who wish to exercise this right should contact the Principal.

Students who are withdrawn from the sex education programme shall be provided with alternative work by their Citizenship teachers: such work will be relevant to the programme's overall aims.

Teaching resources are available for parents/carers to view on request and opportunities will be provided for parents/carers to see these materials when they are displayed at open evenings. More details regarding the specific content of the programme are available by request to the School.

LEARNING RESOURCE CENTRE (LRC)

The Learning Resource Centre is open Monday to Thursday, 8.30am to 4.20pm and Friday from 8.30am to 2.30pm.

The LRC has over 12,000 resources available, including text books, non-fiction and reference books, as well as fiction for all ages, newspapers, magazines, periodicals and films on DVD.

Facilities include 16 internet linked computers, with access to on-line reference materials and a colour printer, capable of supporting both A4 and A3 output. These facilities are available for students to use at break times and after school for homework.

Students are allocated a network sign-on and password on joining the school. This can be used to access the LRC database either within the school or over the internet. By this means, students can search the database, reserve a book, enquire on existing loans and submit reviews.

All students are able to borrow resources for school and leisure purposes.

Library books are generally available on a three week loan. If not returned after three weeks, reminders will be sent. If after three weeks overdue they are still not returned, a 50p fine will become payable. Replacement costs are charged for lost or damaged resources so students should not borrow on behalf of a friend.

The LRC also holds stocks of stationery items, including pens, pencils, erasers, rulers, drawing equipment and calculators for sale.

MENTORS

Each student in Year 7 has a mentor. This mentor is a student in Year 11 who has been trained to help the new students settle into life at Fullbrook.

In the summer term of Year 10, those students who wish to, are asked to apply for the position of mentor for the new Year 7 intake. Each applicant is interviewed and approximately 60 are chosen as mentors. The mentors receive training and start their posts when the new intake of students come in for their induction days in July. The mentors will help their mentees settle into school life; they will help them with their organisation and everyday encounters that they might face. Mentors will visit the new tutor groups twice a cycle to meet with their mentees. Some mentors are given a special role to act as playground guides in order to support staff on duty. Mentors continue their training during the year.

We are very proud of the Mentor Scheme.

CAREERS

At Fullbrook we provide:

- A careers education programme taught through the PHSE and citizenship programmes
- Work experience for Year 10 students who want a placement
- Work experience for Year 12 students who want a placement
- A tutor programme that addresses decision making at the key points in students' school life
- A careers library
- The opportunity to talk to a member of the careers team
- Regular talks open to all year groups by outside speakers on a variety of careers
- The opportunity for some students to have bespoke careers advice