

Fullbrook : Opening from September 2020 to all year groups full time in a COVID-19 secure environment

Fullbrook will provide full time face to face learning in all subject areas to all year groups from September 2020 whilst maintaining a safe environment for staff and students.

This document includes information about the following:

- Uniform
- Traveling to and from school safely
- Equipment list for students
- Arriving to school - Zoning
- Arriving to school – Tutor bases
- Lesson Time schedule / Staggered Breaks and Lunches
- Fullbrook Sixth Form (F6)
- Expectations on school site – maintaining a COVID 19 secure environment
- Use of toilets
- Social time expectations
- PE lesson and valuables
- Fire Drill Positions
- If COVID 19 symptoms are displayed
- Rewards, Sanctions and PED policy
- Positive Touch and Physical Intervention
- Preferred map route for drop off and pick up.

In line with guidance from Surrey County Council and the government, all students will be supported in the following ways:

- Throughout the school there will be signs/posters/visual prompts to remind students and staff of the new safety measures in place that should be followed.
- All adults will explain new routines sensitively and help students to feel safe and reassured by the rules in place.
- The new routines and expectations will be explained and repeated by the students' teachers every day and throughout the day. This will reassure all students and particularly the most anxious.
- All adults will explain hygiene rules sensitively every day and provide reminders throughout the day.
- Whilst new expectations are established, the focus will be on routines, safety, well-being as well as providing a stimulating academic learning environment.
- School staff will pay particular regard to families and students who are classified as clinically vulnerable so that appropriate additional support is put in place to reduce anxiety as appropriate to the circumstance.
- All our usual systems for affirming our students' good behaviours will continue, with a particular focus on 'Staying Alert' and 'Being Kind'.
- For students who are not managing for any reason to follow our school expectations we will follow the process outlined in the "Rewards and Sanctions" section below.
- If, despite all appropriate support and guidance, a student repeatedly breaks our current safety rules, the Principal may, as a last resort, consider alternative arrangements or exclude a pupil either for a fixed period or permanently.

Support for students who have additional or special educational needs

- All students with Special Educational Needs will have their individual support plan/proactive behaviour plan /risk assessment reviewed in light of the new circumstances and provision will be made to support their needs.

Uniform

- Students are expected to wear full uniform in a smart and professional manner – please refer to the school website under the parents drop down menu.

Travelling to and from school

- Please use the attached link for travel guidance set out by the Department for Transport.
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Wearing a face covering has been compulsory on public transport across the UK since June 15
- Wearing a face covering helps reduce the spread of coronavirus.
- If you son/daughter requires a face mask for travelling on public transport, please refer to the links below for government guidelines on using and creating your own face masks.
<https://www.gov.uk/government/publications/staying-safe-outside-your-home>
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>
- For detailed advice on donning and doffing a PPE facemask please use the video link provided below:
<https://www.youtube.com/watch?v=Ez4Wfqqg0fc>
<https://www.youtube.com/watch?v=U3dHGOHQB24>

School Bus

- The Yellow bus service has been withdrawn by Runnymede Borough council who subsidise the service. They are working on introducing a new more cost effective service to offer to parents later in 2021 but due to COVID 19, it is likely to be delayed. We will provide more information once we receive it.
- Arrangements must be made for travel to school via car or bicycle. If this presents a problem, parents should contact the school on info@fullbrook.surrey.sch.uk which will be monitored periodically during the holidays.

Public Bus operated by Falcon buses

- The only bus running at present is the 456. Link to timetable below.
<https://bustimes.org/services/456-staines-chertsey-addlestone-woking> .
- Running a normal timetable from 11am-2pm, then a reduced services every 2 hours.

Falcon Bus have issued the below rules:

- Don't use if you don't have to
- Ideally passengers must wear a mask not essential but preferable
- Passengers must only sit on window seat unless with a member of their family in the same household, whereby they can then sit on the aisle seat.
- Maximum number 12
- Exact fare as driver will not handle cash
- Sanitise prior entering the bus and after leaving
- To alert the driver to stop same rule applies- press the buzzer

Trains

- Communication has been made to the Senior Regional Development Manager at Southern Western Railway and we are awaiting information on revised timetable arrangements; the email address is stakeholders@swrailway.com
- Southern Western timetables are available here: <https://www.southwesternrailway.com/plan-my-journey/coronavirus-temporary-timetable>

Drop off by car

- Students should be dropped off to school and collected at the appropriate time. Do not drive onto school site but use one of the surrounding side streets to drop off and pick up.
- Please use the one way system by driving down Selsdon Road and leaving via Keston Avenue. (Please see map at the end of this document for preferred route).

Cycling to school

- Students can still cycle to school.
- Cycling permits will be required and arrangements for these will be made in Sept
- All safety checks must be carried out before students begin their cycle journey to school.
- Students must wear a cycle helmet at all times, adhere to the highway code and disembark from bikes on entering the school site.
- The bicycle shed will be open for students to lock their bikes safely on site.
- Only one student allowed in the bike shed at any one time.
- Students must queue 2 metres apart outside the bike sheds in the marked area.
- Students must not touch another person's cycling equipment.

Walking to school

- If students are walking to school they must adhere to government guidelines on social distancing at all times.
- It is vital for the safety of our whole community that students do not mix with each other or breach social distancing guidelines when walking to and from school.

Equipment list for lessons

- Students are advised to limit the amount of equipment they bring onsite to essentials to avoid transference of the virus (e.g. lunch box, hat, coat, books, stationery, mobile phone, bag)
- Students must bring the following stationary to school: Pen, Pencil, Ruler, Eraser, Sharpener, Calculator, Highlighter, Compass, Protractor and glue stick.
- To prevent transmission of COVID 19, equipment cannot be loaned or shared.
- Tutors will carry out equipment checks every morning. Parents may be contacted if a student does not have the necessary equipment for school

Arrival to school and Zoning





- Year groups will arrive at the front gate at their allocated time and follow a specific route to their zone where they will go straight into their classrooms.

Zones are as follows:

	Year 7	Year 8	Year 9	Year 10	Year 11	F6
1	E1	W1	C2	11	19	N2
2	E2	W2	C4	12	20	S9
3	E3	W3	C6	13	21	S10
4	E4	W4	C8	14	22	S11
5	E5	27	C9	15	33	S12
6	E6	29	C10	16	34	S13
7	E7	31	C13	17	35	GS1
8	E12	S20	C16	18	36	GS2
9						ISR
Primary IT rooms	4	5	2	10	7	

Break Area Reuse of playgrounds is possible due to staggered break and lunchtimes	East block playground	Lower back playground	Lower back playground	Upper back playground	Upper back playground	F6 Area
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- Arrival to school - tutor bases

Director of F6: Mr T Clouston												
Assistant Directors of F6: Miss C Taylor/Mr J Czaplinski												
Year 12/13 Mrs J Mawson S11	Year 12/13 Ms A Learmont S16	Year 12/13 Mrs S Skeenston Group Study 1	Year 12/13 Mrs C Beidle Group Study 2	Year 12/13 Mr C Davies N2	Year 12/13 Miss J Pike S10	Year 12/13 Mrs C Smith S9	Year 12/13 Miss E Lawrence S13	Year 12/13 Miss E Mason S12	Year 12/13 Mr J Burford ISR	Year 12/13 Mrs L Pettinato S15		
Pastoral and House System Lead: Mr D Stent												
House Coordinators: Mr C Simmonds & Miss R Morrish												
												
11 CKF Miss C Fay 20	11 EYR Ms E Rabone 22	11 HZS Ms H Sauer 21	11 LYJ Mr L Johnson 36	11 JT Mrs J Tice 10	11 SYA Ms S Asghar 6	11 CVB Miss C Boyadjian 19	11 DLZ Mrs D Limpus 7	11 SAE Mr S Evans 34	11 AMM Mrs Marshall / Mrs Wright 4	11 IYG Mr I Gueye/ Mrs C Cobbold 33	11 RVS Mr R Van Schubert 35	Mr J Baker Mr R Smith Mrs R Tipping Mr N Blomley
10 WRS Mr W Salisbury / Mrs R Gill 11	10 PAS Mrs P Aidoo-Sarkodie 12	10 CYA Miss C Andrews 13	10 RZS Ms R Sarfield 14	10 HXT Miss H Theekeld 15	10 PRH Mr P Hughes 16	10 KSB Ms K Bingham / Mrs J Daws 17	10 JAR Mr J Rayne 18	Mrs L Stewart Mr N Griffith Miss SJ Culley	Academy Stream Tutor Group			
9 KZS Miss K Shukla C2	9 SLP Miss S Pepper C4	9 ADN Mr A Noakes C6	9 JHJ Mrs J Johnson/ Mrs S Allen C8	9 HJE Miss H Edis C9	9 RER Mrs B Robinson / Mr S Keenes C10	9 RTB Mr R Borgars C13	9 ESH Mrs L Hanham C16	Miss E Williams Miss J Taylor Mr S Dussaux	Academy Stream Tutor Group			
8 AZC Mrs A Connolly W1	8 JRH Mr J Hancock W2	8 RKL Miss R Lloyd W3	8 KMR Ms K Reading/ Ms B Kerr W4	8 TPH Mr T Hillman 27	8 RAD Mr R Dyer 29	8 RYM Ms R Morrish 31	8 STG Miss S Gillard / Miss N Khan S20	Mr D Stent Mr N Jones Miss M Jack	Academy Stream Tutor Group			
7 NZV Mrs N Vashisht E1	7 KG1 Miss K Grundy E3	7 RHP Miss R Park (Mr S Keenes 1,6) E5	7 MZO Mrs M Olorun E7	7 PAD Mr P Dilmaghani E2	7 HES Mrs H Sparks/ Mrs J Teale E4	7 TD1 Mr T Deane E6	7 RXT Miss R Tume / Mrs C Pantling E12	Mr S Manley Mr S Wright Miss M Scott	Academy Stream Tutor Group			

Tutor Group changes in Year 8 - 10

Old Tutor Group	Old Tutor	New Tutor Group	New Tutor	Tutor Room
7 Dragon AZC	Mrs Connolly	8 Dragon AZC	Mrs Connolly	W1
7 Dragon PJS	Mrs Sornum	8 Dragon JRH	Mr Hancock	W2
7 Griffin RKL	Miss Lloyd	8 Griffin RKL	Miss Lloyd	W3
7 Griffin KMR	Mrs Reading	8 Griffin KMR	Mrs Reading/Miss Kerr	W4
7 Pegasus TPH	Mr Hillman	8 Pegasus TPH	Mr Hillman	27
7 Pegasus RAD	Mr Dyer	8 Pegasus RAD	Mr Dyer	29
7 Phoenix RYM	Miss Morrish	8 Phoenix RYM	Miss Morrish	31
7 Phoenix STG	Miss Gillard	8 Phoenix STG	Miss Gillard/Miss Khan	S20

Old Tutor Group	Old Tutor	New Tutor Group	New Tutor	Tutor Room
8 Dragon MZS	Miss Simmonds	9 Dragon KZS	Miss Shukla	C2
8 Dragon SLP	Miss Pepper	9 Dragon SLP	Miss Pepper	C4
8 Griffin ADN	Mr Noakes	9 Griffin ADN	Mr Noakes	C6
8 Griffin JHJ	Mrs Johnson	9 Griffin JHJ	Mrs Johnson/Mrs Allen	C8
8 Pegasus HJE	Miss Edis	9 Pegasus HJE	Miss Edis	C9
8 Pegasus VBT	Mrs Tabrizi	9 Pegasus RER	Mrs Robinson/Mr Keenes	C10
8 Phoenix RTB	Mr Borgars	9 Phoenix RTB	Mr Borgars	C13
8 Phoenix ESH	Mrs Hanham	9 Phoenix ESH	Mrs Hanham	C16

Old Tutor Group	Old Tutor	New Tutor Group	New Tutor	Tutor Room
9 Dragon RG	Mrs Gill	10 Dragon WRS	Mr Salisbury/Mrs Gill	11
9 Dragon PAS	Mrs Aidoo-Sarkodie	10 Dragon PAS	Mrs Aidoo-Sarkodie	12
9 Griffin CYA	Miss Andrews	10 Griffin CYA	Miss Andrews	13
9 Griffin RZS	Ms Sarsfield	10 Griffin RZS	Miss Sarsfield	14
9 Pegasus PAD	Mr Dilmaghani	10 Pegasus HXT	Miss Threlkeld	15
9 Pegasus SXK	Mr Keenes	10 Pegasus PRH	Mr Hughes	16
9 Phoenix KSB	Ms Billingham	10 Phoenix KSB	Ms Billingham/Mrs Daws	17
9 Phoenix AZT	Mr Thapa	10 Phoenix JAR	Mr Rayne	18

Arrivals, Staggered Break and Lunch Times, and Lesson Time Schedule

To achieve the necessary staggering, there are some differences in lesson times and the necessity for one year group to have a break for lunch **during** their P4 lesson. Lesson time variations have been kept to the minimum possible but are unavoidable to facilitate the requirements of the staggered lunch times.

Year	8.30-9.00					9.00-10.00					10.00-11.00					11.00-12.00					12.00-13.00					13.00-14.00					14.00-15.00					15.00-15.30																																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83
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Period 1	Break			
Period 2	Tutor			
Period 3	Canteen Lunch	Social Area Lunch		
Period 4				
Period 5				

Times for Tutor time/Break/Lunch / Finish

	Year 7	Year 8	Year 9	Year 10	Year 11	F6 (Yr 12/13)
Tutor time	8.30 – 9	8.30 – 9	8.40 – 9	8.40 – 9	8.30 – 9	Tuesday and Thursday – 8.35 Mon/Wed/Fri – 9am
Break	10 - 10.20	10 - 10.20	11 – 11.20	10 - 10.20	11 – 11.20	11 – 11.20
Lunch	12.10 – 12.30 canteen 12.30 – 12.55 social time outside	12.10 – 12.35 social time outside 12.35 – 12.55 canteen	1.25 – 1.45 canteen 1.45 – 2.10 social time outside	12.35 – 1 social time outside 1 – 1.20 canteen	1.25 – 1.50 social time outside 1.50 – 2.10 canteen	Dependant on when their timetabled lessons fall
Finish	2.55	2.55	3.15	3.05	3.15	3

Fullbrook Sixth Form (F6)

- Students should arrive for an 8.35 tutor time start on Tuesdays and Thursdays.
- On Monday, Wednesday and Friday they should arrive for lessons to start at 9am.
- Students must turn right on entry through main gate and proceed round outside of school to F6 building.
- The LRC will be a study space for F6 students only so will be within F6 bubble/zone
- F6 students will have access to school computers and their own devices should they wish.

First Day of school – 3 September 2020 - Years 7 - 11

- Year 7 should arrive at 8.30am. They will be directed to the tennis courts where their tutor will meet them and escort them to their tutor base in their zone in East Block.
- Year 8 and 9 must arrive at 10.25am. Year 8 will turn right at the gate and go to West block and the rooms above the canteen.
- Year 9 will enter via the student entrance and proceed via the one way system to tutor rooms in central block.
- Year 10 must arrive at 10.30am. Students should enter via the student entrance and follow the one way system to their rooms on the English and maths corridor.
- Year 11 must arrive at 10.20am. Students should enter via the student entrance and follow the one way system to their rooms.
- There will be no break on the first day, students will go straight from their extended tutor time to period 3 at 11.20am.

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- Year 12 students should have enrolled by Tuesday 1 September and will then meet with their tutors at 10.00am on Thursday 3 September. Lessons will start at Period 3 (11.20 am).
- Year 13 will meet with their tutor at 10.30am on Thursday 3 September. Lessons will start at Period 3 (11.20 am).

Expectations on school site – maintaining a COVID-19 secure environment

- Students are expected to arrive at their staggered times for AM registration
- Students will be provided with hand sanitiser to use at the gates and are expected to go straight to their timetabled classroom in their year group zone / bubble via the marked one way system. Under no circumstance should students loiter together before or after lessons.
- Forming year group bubbles in line with government guidelines, enables students to interact with one another within their year group, thus enabling changes in groupings so that lessons can be taught in sets, option groups and specialist subject groups.
- Each year group will have a zone in the school. A zone consists of allocated classrooms. Students will take the majority of their lessons in their zone.
- It is very important for students to stay in their zone so as not to breach bubbles. Bubble breaches will be recorded and appear as incidents on our behaviour tracking system, PARS, even if the student makes a mistake because it is needed for NHS Test and Trace procedures.
- Teachers will move between year groups and thus zones, maintaining COVID-19 security through social distancing and hygiene measures

- To study some subjects, students will go to subject specialist rooms like Design Technology rooms, IT rooms, practical science rooms. COVID-19 securing will be maintained by the room being cleaned between each lesson.
- Although students can mix with one another within their year group bubble, teachers will be working across year group bubbles and so must continue to follow social distancing guidelines from students and each other to maintain COVID-19 secure measures. Teachers will teach from the front of the classroom maintaining 2m distance from students. (Like the technical area in football matches!). **Students must not deliberately encroach into the teacher designated area. Failing to comply will be viewed as a serious breach of COVID 19 secure measures and the student will receive an FTE for threatening behaviour.**
- Students do not line up for lessons, they remain in their classrooms waiting for their teacher if they do not have a room change. If they do need to change rooms within their zone they should enter the classroom, take their seat and ready themselves for learning on arrival of the teacher. This means students will have short periods of time unattended in classrooms. Teachers will move to their next room as soon as possible. Students will be expected to complete a learning activity to complement and reinforce their knowledge and learning while waiting for their teacher. The highest standards of behaviour will be expected from students even whilst unsupervised.
- When the teacher arrives in the classroom, students should stand. This gives the opportunity for movement and clearly signifies the start of the new lesson.
- Breaks and lunch times will be staggered and students will have an allocated year group outside social space.
- Students are expected to follow all government hygiene guidelines such as washing their hands or using hand sanitiser regularly.
- Students are expected to adhere to the marked one way system at all times.
- Students can only use their own equipment in lessons. They cannot borrow or share equipment or any other items including drinking bottles.
- Students who need to wait for each other to go home (e.g. siblings), must wait in their bubble classroom until the agreed meeting time and then make their way to meet outside the front gate.
- **Students should not deliberately breathe on, sneeze, cough or spit at or towards any other person. Failing to comply will be viewed as a serious breach of COVID 19 secure measures and the student will receive an FTE for threatening behaviour.**

Toilets

- Posters in the toilets show government guidance on hand washing and should be followed. Hands should be washed for 20 seconds. The link below shows the correct hand washing procedures as outlined by the NHS. <http://www.fullbrook.surrey.sch.uk/coronavirus/>
- Students are expected to use the toilets at their allocated breaks and lunches and therefore will be within their year group bubble.
- Students will be required to use hand sanitiser on the way in and way out of the toilet, as well as washing their hands.
- Breaks and lunches are staggered to reduce the numbers of students who will be using the toilets at any one time.
- Toilets will be cleaned between the staggered breaks and lunches.

Social Time – Canteen, Break, lunch, playground

- Students will not have access to the canteen at break.
- We are working with Innovate, our catering provider, and we hope to be able to offer a “Grab n Go” style service within the students’ zoned area at break
- Students must queue safely and adhere to all hygiene guidelines when using the canteen at lunch for their allocated slot.
- Each year group will be assigned a playground area. This is to ensure groups who have break/lunch at the same time do not mix to avoid cross infection.

- Students must not go to the other playground areas to see students who have their break/lunch at the same time as them. Doing so, compromises the measures in place to try reduce potential passing of the virus and ensuring safety.
- Students should use the 'catch it, bin it, kill it' actions when required and avoid touching your mouth, nose and eyes with hands.
- Students should not share any items including drinking bottles during school hours.

PE lessons

- On days that students have PE lessons they should wear their PE kit to school.
- There will be a lockable classroom in their zone for their population to leave their bags and valuables in.
- Essential items should be placed at the bottom of the bag in the locked classroom as the teacher cannot touch or take in the valuables.
- The school would advise leaving personal electronic devices such as phones at home on days students have PE.
- It is the parents' responsibility to ensure home insurance covers any items of value that have been brought to school e.g. phone, smart watches.
- When there is wet weather, classrooms in year group zones may be used to teach the students PE theory content.

Fire Drill Positions

- In the event of a fire, students need to evacuate to the following areas following the one way system
- Year 7 – East Block playground
- Year 8 – Tennis courts (go out the main school gate and along the public footpath to the tennis courts)
- Year 9 – Upper back playground nearer to steps
- Year 10 – Lower back playground (off Science block)
- Year 11 – Lower back playground (beside HOL office)
- F6 – Upper back playground nearer to football arena.

If COVID 19 symptoms are displayed:

- If a student is experiencing symptoms of the coronavirus it is imperative the school is notified.
 - If symptoms are experienced in school the student must immediately inform their teacher (see actions in next paragraph below).
 - If symptoms are experienced at home you must inform the school as soon as possible so that track and trace measures for anyone who has been in contact with the student can be activated. The NHS Test and Trace Programme sets out the following responsibilities for each individual:
 - booking a test
 - providing details of close contacts
 - self-isolating
 - communicating test result outcome the day it is received
 - Symptoms include - High temperature, new and continuous cough and loss of, or change in, your normal sense of taste or smell (anosmia) - please see link to the governments educational poster.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf

Actions in school if student experiences symptoms:

- If a student is experiencing COVID 19 symptoms they must inform a teacher or member of duty staff immediately.
- The student will be sent straight to reception staff who will quarantine them in the medical room where they will be isolated.
- Parents will be contacted immediately to collect the student.
- Government guidelines states *“When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone.”*
- If the test is positive, all students that have been in contact with the student within the zone and any staff where social distancing has been breached, will be sent home to self-isolate for 14 days. If the test result is negative, all students and staff can return. If the test is positive all students and staff must remain at home and seek a test as soon as possible. They can return after 14 days if no symptoms have developed or when they receive a negative test result, whichever is the sooner.

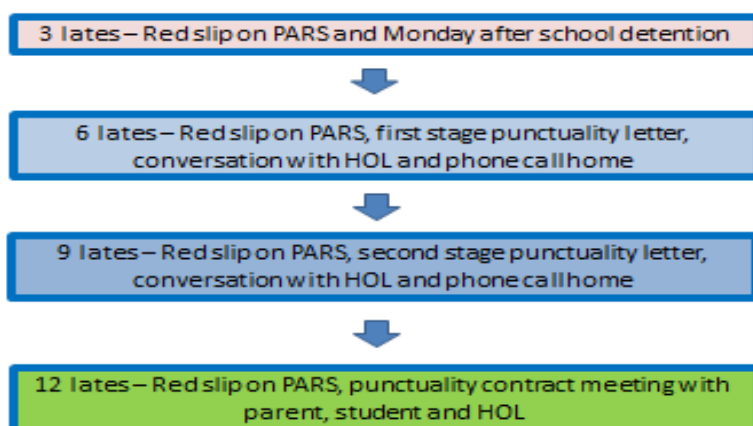
1.5 Rewards and Sanctions

- Students are expected to follow the Fullbrook Way (Respect, Safety, Environment, Learn, Make the Right Choice) in school at all times. If they do not the **Warning 1/2/3** and **Walkabout system** will be followed by the teacher (see P12).
- Students are expected to adhere to the PED policy. (see P12). If they do not, the **Warning 1/2/3** and **Walkabout system** will be followed by the teacher.
- Students will be rewarded through our merit and growth mindset policy as well as personal teacher recognition and Pastoral student of the week.

Late to school

- If a student arrives late to school the punctuality policy below will be activated

Punctuality Policy



Calculations start from the beginning of each term

Warning system & Walkabout

- In class W1 = Teacher will issue a warning to the student, the behaviour will not be recorded.
- In class W2 = Teacher will issue a W2 to the student, the behaviour will be recorded and the parent will be informed by the class teacher.
- In class W3 = Teacher will ask the student to stand outside the classroom. The student will be placed on 'shadow timetable' in the year group bubble by a Senior member of staff on Walkabout. The behaviour will be logged and the parent will be informed.

Detentions

- Detentions will take place in the canteen and hall on an allocated day – Monday.
- Lates: If a student accrues 3 x lates the student will receive a 30 minute detention.
- W2: If a student accrues 3 x W2 the student will receive a 30 minute detention.
- W3: If a student accrues a W3, the student will receive a 45 minute detention.

PED/mobile phone policy

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 centralised spreadsheet, parent will be informed, the student will no longer be allowed to have 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.

Positive Touch and Physical Intervention

- There may be times when a student's behaviour requires staff to use physical intervention to ensure the students' own safety, the safety of other students and staff, or that property is not seriously damaged.

Fullbrook School will be guided by the following principles in these circumstances, in line with the advice from the Surrey Accredited Training Centre:

- Given the current pandemic, staff will also need to consider the possible risk of infection if they physically intervene, contrasted with the possible risks of infection should they not intervene.
- Any decisions made should be in accordance with Public Health and Government guidelines on Covid-19.
- Advice remains firmly focused on restraint reduction. The emphasis is on de-escalation, reducing triggers, and early interventions to manage risk.
- When deciding to use restrictive interventions, any such restriction must be a last resort, reasonable, and proportionate action.
- Staff need to ensure their decisions consider the risks of doing something contrasted with the risks of doing nothing.
- Fullbrook will always continue to explore non-restrictive alternatives that maximise safety and minimise harm at the point of risk behaviour.
- At the heart of all our decisions is our desire to maintain the Care, Welfare, Safety and Security of everyone, staff as well as pupils.

Any student who commits serious or persistent breach of the new Covid-19 protection rules may be sanctioned by the Principal using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.

Preferred one way system if travelling to school by car:

Enter via Selsdon and leave via Keston Avenue

