

# NEWSLETTER

Week Commencing: Monday 28 September 2020

## FULLBROOK OPEN EVENT PROGRAMME

If you missed our Open Morning sessions for New Haw or West Byfleet then feel free to book on to the extra session on 19 October

### Wednesday 7 October

9:30am (Pyrford CofE Primary)

10:30am (St Mary's Primary)

### Thursday 15 October

9:30am (Ottershaw Juniors)

10:30am (Byfleet Primary)

### Monday 19 October

9:30am (Any school not covered by the sessions above or if you are unable to attend the one for your school)

Click [here](#) to book.

## FULLBROOK YOUNG MINDS FUNDRAISING

The Fullbrook Young Minds initiative is a dedicated fund that is being created to support the mental health and wellbeing requirements of Fullbrook's students. This will enable the delivery of invaluable support to students who may be struggling with family issues, mental health problems or other serious challenges to their wellbeing and safety. Fullbrook is dedicated to helping these young people build resilience, improve wellbeing and raise aspirations.

Fullbrook  
YoungMinds

Supporting Mental Health and Wellbeing

If you would like to give to support the work at Fullbrook School you can do this at <http://easydonate.org/FBKYM> all of the funds raised will go to the School's Mental Health Fund – Fullbrook Young Minds. Alternatively, you can text **FBKYM** to **70191** to give **£10**.

Next week, we will share details of My FB5K, which is a socially distanced running event we'd like to encourage students, parents and staff to get involved in to help support our fundraising.

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*“Just don't give up what you're trying to do. Where there is love and inspiration, I don't think you can go wrong.” —Ella Fitzgerald*

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## STUDENT USE OF HAND SANITISER IN SCHOOL

This week, tutors have been reminding students to make use of the hand sanitiser dispensers every time they enter a building or use the bathroom at school. The dispensers are there to protect everyone's health at Fullbrook, and it is vital that students and staff use them during the school day.

We would appreciate your support to ensure that students remember to utilise the dispensers frequently, by reinforcing this message at home.



## **CONTACT US**

Please do not hesitate to contact us via:

[info@fullbrook.surrey.sch.uk](mailto:info@fullbrook.surrey.sch.uk)

[concerns@fullbrook.surrey.sch.uk](mailto:concerns@fullbrook.surrey.sch.uk)

[homework@fullbrook.surrey.sch.uk](mailto:homework@fullbrook.surrey.sch.uk)

## **SOCIAL MEDIA**

Click the symbols to view the Fullbrook Facebook & Twitter pages.



## **YEAR 7 – MEET THE TUTOR EVENING**

A letter has been sent out to parents of Year 7 students today about the Meet the Tutor evening which will be taking place on Thursday 15 October between 4pm and 7pm. We have also attached a copy of the letter to the newsletter (page 4) for your reference. Appointments can be booked via the Parents Evening Booking System which can be accessed [here](#).

## **FULLBROOK REMOTE LEARNING PLAN**

Our Remote Learning Plan is now live on the Fullbrook website, and is available to view in summary and detailed format. Please visit the [Coronavirus Update](#) section to view both documents so that you are familiar with our plans.

The documents are also located in the [Policies](#) section of the website. A copy of the summary document is attached to this newsletter (page 5-8).

## **YEAR 11 GCSE REVISION SESSIONS**

This week saw the start of our Year 11 GCSE after school revision programme. The sessions are running after school and students are welcome to drop in to the subjects where they would like to receive additional support. You can view the timetable for the revision sessions [here](#).

## **PENALTY NOTICES FOR POOR ATTENDANCE**

Our policy on holidays during term-time has not changed and we will not grant any leave of absence during term time unless there are exceptional circumstances. Please can I draw your attention to the attendance page in the parents' area of the school website where the policy is set out in full. Information on when a penalty notice may be issued by Surrey County Council is attached to this newsletter (page 9).

## **READING FOR PLEASURE – BLACK HISTORY MONTH**

October is UK Black History Month, and excellent excuse to explore the diverse voices and experiences found in books by authors of Colour. Our monthly reading list for October focuses on authors from Black, Asian and Ethnic Minority backgrounds and offers a hugely diverse range of perspective and themes. Check out the list [here](#).

## **BUS SERVICE**

The Full Runnymede Council on Monday night, Councillors approved a new in house service to support secondary schools in Runnymede. This is a service that will be organised and delivered by the Council and not other community initiatives, which you may have been contacted about recently.

The Council press release relating to the decision can be found below:

<https://www.runnymede.gov.uk/article/19669/New-Runnymede-school-transport-initiative-confirmed-by-councillors>

## WORD FROM THE LRC!

We are thrilled to see so many student's making use of our online loan ordering service. If your child hasn't taken a look yet, please encourage them to make time to log onto the LRC from RM Unify.

Students- If you have borrowed a book from us why not share what you thought about it with others...Whether you loved it, hated it or just thought it was a bit average... your views matter.

When you are logged into the LRC site, click on your loan and then on "review" and tell us what you thought...It's your LRC online service and we really want to hear from you!

<b>DATES FOR YOUR DIARY</b>	
Wednesday 7 October	Fullbrook Virtual Open Morning – 2021 Admission (9:30am – Pyrford & 10:30am – St Mary's)
Thursday 8 October	Year 8 HPV Immunisations
Friday 9 October	Year 8 HPV Immunisations
Thursday 15 October	Fullbrook Virtual Open Morning – 2021 Admission (9:30am – Ottershaw & 10:30am – Byfleet)
Friday 16 October	Early finish for students (half day INSET)
Monday 19 October	Fullbrook Virtual Open Morning – 2021 Admission (9:30am – Additional Session)

Friday 2 October 2020

Dear Parents/Carers

**Year 7 Meet the Tutor Evening – Thursday 15 October 2020**

Meet the Tutor Evening will take place online on Thursday 15 October between 4pm and 7pm. This will be hosted using the video call option on our Parents' Evening Booking System. Students are expected to accompany their parents/carers to discuss how they have settled in at Fullbrook.

We will be using an electronic booking system for parents/carers to make their appointments. To do this, you will need to go to the Parents' Evening Booking System which can be accessed via the link at the bottom of the school website home page. If you cannot login, please email online services at [onlineservices@fullbrook.surrey.sch.uk](mailto:onlineservices@fullbrook.surrey.sch.uk). Once you have gained access to the electronic booking system, please select an appointment between 4pm and 7pm. The booking system will be live from 6am Monday 5 October until midnight Tuesday 13 October.

In order to attend appointments via video call you will need to login to the Parents' Evening Booking System. Further information on this process can be found here:  
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

The 5 minute appointments are for you to discuss how your son/daughter have settled from a pastoral point of view, not an academic point of view in certain individual subjects. You will have an opportunity to discuss their progress in all of their subjects at Year 7 Parents Evening which will take place later in the year on Thursday 4 February.

If you would like the opportunity to meet with Mrs Moore to discuss any concerns/queries you have please contact [info@fullbrook.surrey.sch.uk](mailto:info@fullbrook.surrey.sch.uk) to arrange an appointment.

For any parents/carers without internet access, please telephone Mrs Othen at the school to make your appointments.

Yours faithfully



**Mr S Wright**  
**Head of Learning – Year 7**

Friday 2 October 2020

Dear Parents/Carers

### Remote Learning

I am writing to share with you the details of how we intend to continue delivering a full, well-supported curriculum, whilst the situation around COVID-19 develops. There are four possible scenarios that we are planning for (Government literature refers to these scenarios as “tiers”):

**Tier 1.** A small number of students are absent due to COVID-19 symptoms, the need for self-isolation or awaiting a test result (self-isolating)

**Tier 2.** Exam year groups are in school and other years attend on a rota system

**Tier 3.** Exam year groups are in school and other year groups are learning from home

**Tier 4.** All year groups are learning from home.

In all cases, students who are vulnerable or whose parents/carers are critical workers will have on site provision made available to them.

Tiers 1, 2 and 3 scenarios offer a Blended Learning education where we have students at school in lessons as well as at home receiving a remote education. Remote learning will be most effective for students at home if they follow their normal timetable for lessons as some lessons will be live on Zoom and others will be available to access independently on the Student Learning Environment. If your son/daughter is not able to follow the timings of the school day whilst at home, due to device access or other constraints, they should contact their form tutor to let them know.

Please read the *Contingency Plan for Remote Learning* document for the details on how remote learning will work in the months to come. This can be found on the school website here

<http://www.fullbrook.surrey.sch.uk/coronavirus/> .

### Which platform(s) are we using?

- **The Student Learning Environment (access via the SLE tile in RM unify)** – lesson power points and activities will be uploaded with the subject, day of the cycle and lesson labelled up for students to find, based on their individual timetables
- **Zoom (link will be sent out to students via Show My Homework)** – teachers will provide part or all live lessons at the scheduled lesson time where possible
- **RM unify school email** –to be used by students to communicate with their teachers during the school day and for sending work to their teachers for feedback and assessment
- **Show My Homework (SMHW)** –to distribute Zoom live lesson links

### **What form will learning take at home?**

Staff will be using a mixture of independent work and live streaming of lessons. If a lesson lends itself to independent work, teachers will provide students with clear instructions and all necessary resources (on the SLE) in order for them to complete the work within the hour. If the lesson is more interactive, staff will live stream the lesson (or part of it) on Zoom. All live lessons will be recorded for students to access at a later date. Although we cannot completely mimic the classroom experience, this will allow the students to engage with the lesson whilst not physically being there.

### **How will students know what work to expect that day?**

If students are self-isolating, we are asking that they visit the Student Learning Environment to access their lessons for the day. If the lesson is going to be live on zoom, a link will be sent to students via Show My Homework. Please bear in mind that teachers may need some time to organise provision once the school has been informed of individual self-isolation cases.

### **What if the students need to contact their teacher?**

If a student needs to contact their teachers about the work set, we are asking that they communicate with them via the school email system RM Unify during the school day. Please remember that for tiers 1,2, and 3 of our contingency plan, staff will be still be teaching lessons live during the school day, so a response to email may not be possible until the end of timetabled lesson time. Staff will endeavour to get back to students within 24 hours.

### **Feedback on work**

The expectation is that students receive feedback according to the assessment and feedback schedule outlined in the individual subject Curriculum Plans. Curriculum Plans for 2020/21 will be available on the school website here <http://www.fullbrook.surrey.sch.uk/curriculum-overview/> .

Feedback may be in the form of email acknowledgement, verbal feedback during live lessons on zoom or written feedback from the teacher on the assessment. The expectation remains the same, whether students are at home or at school, so please do not expect all pieces of work to receive feedback. Students will be having a tutor session outlining all of the information in this letter and contingency plan. As I'm sure you can appreciate, this is an evolving plan and we will continue to monitor and adapt our provision as the COVID-19 situation develops. Please do visit the school website to find more information, including our student absence policy, which can be found under the heading 'Attendance Policy' here <http://www.fullbrook.surrey.sch.uk/school-attendance/> .

If you have any questions or feedback regarding Remote Learning, please do not hesitate to email [info@fullbrook.surrey.sch.uk](mailto:info@fullbrook.surrey.sch.uk) and clearly mark the subject line 'Remote Learning'.

Yours sincerely



**Mrs K Moore**  
**Principal**

## Contingency Plan for Remote Learning : Fullbrook



### **Introduction**

Remote Learning for students will take a blended learning approach. This is a combination of work through Live online lessons and work set for student to complete independently.

We aim to ensure that every student can continue to study at home whether this is due to the necessity for self-isolation, the school is having students on site on a rota basis or if schools should return to closure in the way that this occurred during lockdown.

We will aim to find ways to provide electronic devices to any students who do not have home access and meet the provision criteria. Hard copies of work will be mailed as required.

Remote learning will work slightly differently depending on the circumstances as described by the government's tiers for remote learning:

Tier 1 A few students are absent due to COVID-19 symptoms, the need for self-isolation or awaiting a test result.

Tier 2 Exam year groups are in school and other years attend on a rota.

Tier 3 Exam year groups are in school and other years are learning from home.

Tier 4 All year groups are learning from home.

In all cases, students who are vulnerable or whose parents/carers are critical workers will have on site provision made available for them

### **To enable teaching and learning to continue as effectively as possible during a period of remote learning at Tier 1 :**

- Work will be available with the week commencing date clearly labelled on the Student Learning Environment.

### **To enable teaching and learning to continue as effectively as possible during a period of remote learning at Tiers 2,3 &4 :**

- Face to Face teaching via Zoom/MS Teams will take place as often as possible
- Exam year groups will take priority for face to face teaching
- Work will be available, with the week commencing date clearly labelled, on the Student Learning Environment.
- A pastoral support programme will run online at Tiers 2, 3 and 4.
- Provision will be quality assured in line with the school Self Reflection and Review programme (SRR)
- Electronic devices will be provided, as far as possible, to those who do not have access and meet the provision criteria.

### **Our staff will:**

- Provide the curriculum plans for the year so students can see how their learning fits overall.
- Learning materials will be available in the Student Learning Environment. (Available from 2/11/20)
- Teach face to face lessons via video where possible.
- Provide pastoral support for students
- Track and monitor student progress through assessment of submitted work according to the curriculum plan.
- Provide feedback on assessed work as shown on the curriculum plan

### **Our students will be expected to:**

- Attend live face to face tutor time each day.
- Use their school timetable to plan their learning and access materials from the Student Learning Environment
- Attend all live video lessons and behave appropriately in these lessons as set out in the Fullbrook Conduct Policy.
- Submit work on time when requested in line with the curriculum plan.
- Let staff know if they require further support or learning materials in different formats.

## Contingency Plan for Remote Learning : Fullbrook



### **Parents are responsible for:**

- Ensuring good attendance at tutor time and lessons.
- Ensuring the student is equipped to participate in lessons.
- Encouraging students to complete all learning each day.
- Notifying the school of any illness, problems, or issues.

### **How to access work**

The curriculum plan for each subject will be available in the Student Learning Environment.

The structure of the Student Learning Environment will make it easy for students to identify the work they need to do each lesson.

Teachers will upload work to the appropriate folders in the Student Learning Environment.

Until 31/12/20, live video lessons will be taught in Zoom. **From 1/1/21 live video lessons will be taught in MS Teams.**

Email will be used to send special instructions. Students will use email to submit work.

### **Vulnerable and Key Workers**

For students who are vulnerable and students whose parents are key workers, onsite provision will be made as required. (Appropriate evidence will be required.)

### **Communication**

*The school will communicate with parents via email. It is important parents check their email address details are up to date.*

*A weekly newsletter will be emailed to parents and staff with update information.*

*The school Coronavirus web page will be updated regularly.*



### **Penalty Notices to Address Poor Attendance at School**

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:

1. Pupils identified by police and inclusion officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more). **Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

In such cases the Headteacher/Governing Body have to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.

### **Penalty Notice relating to Exclusions**

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

### **Amount Payable for a Penalty Notice**

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the Local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued.

**Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice. If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.**

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows:

North West - Tel: 01483 518130  
North East - Tel: 01372 833588

South West- Tel: 01483 517179  
South East - Tel: 01737 737777