

## **Students and Parents Information for return to school**

The following document is set out by Fullbrook School to provide details and guidelines on student protocols, expectations and behaviour in order for them to return to school in the safest manner possible.

### **This document includes information about the following:**

- New routines for arrival or departure (includes transport to and from school).
- Instructions on hygiene, such as hand washing and sanitising, touching the face.
- The wearing of school uniform.
- Use of toilets.
- Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing).
- Information about coughing or spitting at or towards any other person. Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it').
- What to do if you are experiencing symptoms of coronavirus.
- Rules about sharing any equipment or other items including drinking bottles.
- Amended expectations about breaks or social times, including where students may or may not go while on school site.
- Instructions about students socialising with others at school.
- Rewards and sanctions.

### **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**

- Students will have their individual support plan/proactive behaviour plan /risk assessment reviewed in light of the new circumstances.
- All students with Special Educational Needs / EHCPs have had a letter explaining how provision will be made to support their needs. In order to keep staff and students safe, support cannot be delivered in the classroom so a new programme is in place (see letter from Miss R Lawrence). Please ensure you have responded to this letter.

## Uniform

- Students must wear **SOME** form of fresh clean school uniform daily.
- Students do not need to wear blazers or ties.
- School shoes must be worn if wearing school trousers/skirts.
- Trainers can **ONLY** be worn if wearing PE shorts / joggers / skirts.
- Please see Uniform and PE kit document attached.

## 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>
- Government guidelines state the public is advised to consider wearing face coverings in enclosed public spaces such as shops, trains and buses to help reduce the spread of coronavirus.
- However, the link below also provides guidance on wearing facemasks in educational settings. It says “wearing a face covering or face mask in schools or other education settings is not recommended”.  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- The guidelines state that “face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- 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=Ez4Wfqgq0fc>  
<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.
- As at 1/6/2020 Runnymede council has asked us to provide them with a list of names of students in Year 10 and Year 12 who need to use the Yellow bus. They have said that if there are enough students the bus **MAY** run to support the return to school from 15/6/2020.
- If the bus does run it will be for a limited number of students in order to observe social distancing and clear guidelines will be provided about health and safety on the bus. The school conduct policy will apply while travelling on the yellow as usual.

## 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

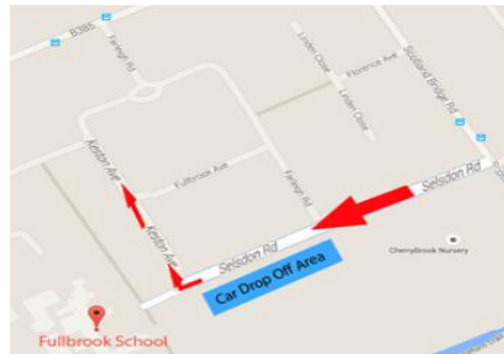
- Passengers must only sit on window seat unless with a member of their family in the same household, whereby they can then sit on the aisle seat.
- Maximum number 12
- Exact fare as driver will not handle cash
- Sanitise prior entering the bus and after leaving
- To alert the driver to stop same rule 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](mailto: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.



## Cycling to school

- Students can still cycle to school.
- Whilst students are following the current timetable, cycling permits will not be required.
- 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 must bring to school the following: Pen, Pencil, Ruler, Eraser, Sharpener, Calculator, Highlighter

- It is advisable but not obligatory to also bring a Compass and Protractor
- To prevent transmission of COVID 19, equipment cannot be loaned or shared.

## Expectations of students once on school site

- It is critically important for students to arrive punctually to school at their agreed staggered lesson time to minimise contact with other students and reduce risk of cross infection.
- Students will be provided with hand sanitiser to use at the gates.
- From June 15 – June 18, students must go to the tennis courts to meet their teacher who will bring them to their classroom via the marked one way system observing social distancing guidelines.
- From Monday June 22, students must go straight to their timetabled classroom at the agreed staggered lesson time via the marked one way system.
- Under no circumstance should students loiter together before or after lessons.
- Students will be required to enter and leave the classroom in a staggered nature, one by one, maintaining social distancing guidelines (2 metres) at all times in all areas of the school.
- Students are expected to follow all government hygiene guidelines such as washing their hands or using hand sanitiser regularly.
- Toilets
  - Posters in the toilets show government guidance on hand washing and should be followed. Hands should be washed for 20 seconds. Please use the link below to refer to the NHS hand washing video on the school website. Please see video showing correct hand washing procedures here. <http://www.fullbrook.surrey.sch.uk/coronavirus/>
  - Students will be expected to follow social distancing guidelines while queuing for the toilet. The corridor is marked with 2 metre queuing points and staff will be on duty at breaks.
  - Only one student will be allowed in the boys and girls Science block toilet at a time. Two students can use the main block girls toilets at any one time.
  - 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 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.
- Break and Lunch
  - Students will get 2 short 10 minute breaks and 1 x 30 minute lunch break. Students must bring packed lunch as there will be no onsite catering.
  - Breaks and lunches are staggered to reduce the number of students out on break or lunch at any one time.
  - Each room (student 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 will be in the same room with the same group of students for the first 3 weeks. They will also have the same playground area.
  - Students must not try to 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’ slogan when required and avoid touching their mouth, nose and eyes with hands.
- Students should not deliberately breathe on, sneeze, cough or spit at or towards any other person. This will result in an exclusion and students will not be allowed to return until the new academic year.
- 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 will be escorted off site at their agreed staggered time, maintaining social distancing at all times.

- Students are expected to go straight home after their lesson. They are not allowed to loiter on or around school site once their lesson has finished.

### 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.
  - 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](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.” **(Please see bold below for Fullbrook guidance)**
- Where the student with suspected COVID 19 tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the student tests positive, the rest of their class or group within their education setting should be sent home and advised to self-isolate for 14 days.

**\*At Fullbrook school, if social distancing guidelines have been breached within the group where there is a suspected case of COVID-19, then the whole group will be sent home immediately until results of the student’s test is received by the school.  
 If social distancing has not been breached within the group where the suspected COVID-19 case is, the students will not be sent home and will remain in school.**

- Please see link below for more government guidance:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### 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 below).
- Students are expected to adhere to the PED policy. (see below). 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.

## Warning system & Walkabout

- **W1** = Teacher will issue a warning to the student, the behaviour will not be recorded.
- **W2** = Teacher will issue a W2 to the student, the behaviour will be recorded.
- If a student receives three W2's in separate lessons, the student will not be allowed to attend school for one day.
- **W3** = Teacher will ask the student to stand outside the classroom. Senior staff on walkabout will bring the student to reception. The parent will be informed and the student will be **SENT HOME**.

## PED/mobile phone policy

- PEDs must not be used in school buildings or corridors.
- If teaching staff want to use PEDs in lessons for educational/ teaching purposes, the teacher will write PEDs on the board.
- Students can use their PED during their small break, outside only.
- If a student is misusing their PED in a lesson, the teacher will use the **Warning 1/2/3** and **Walkabout system**. If a student is issued a W3, the parent will be informed and the student will be **SENT HOME**.
- Students should be reminded that they must observe social distancing at all times and should carefully consider showing anything on their phone to other students as this invites breaking of the social distancing rules.
- Staff will be on duty and if there are too many incidents of breaking the social distancing rules because of PEDs, students will no longer be allowed to use their PEDs during break.  
**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.**

## 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.