

# NEWSLETTER

Week Commencing: Monday 21 September 2020

## FULLBROOK OPEN EVENT PROGRAMME

**Tuesday 29 September**

9:30am (New Haw)

10:30am (West Byfleet Juniors)

**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 6 IN THE SPOTLIGHT

Yesterday evening it was the turn of Fullbrook 6 to take centre stage for The Fullbrook 6 Experience. Once again, we were delighted to be joined by so many prospective students and their families for a live Q&A where we could share information about studying and student life at Fullbrook 6.

If you were unable to attend the event, then you can still view the video content, which is available on the [Fullbrook 6 website](#), and we hope to have a transcript of the Q&A sessions available in the coming weeks.

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*“I would like to be remembered as someone who used whatever talent she had to do her work to the very best of her ability – Ruth Bader Ginsburg*

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## FULLBROOK REMOTE LEARNING PLAN

We mentioned last week, that the Fullbrook Remote Learning Plan was currently being finalised ready for publication. We can now confirm that full details will be published on the website and be emailed to parents & carers on Wednesday 30 September.

## DUKE OF EDINBURGH - YEAR 10 & 11 UPDATE

The Duke of Edinburgh training session on 25 September (Year 11) and the expedition for both Years 10 & 11 3-4th October have now been cancelled due to new COVID restrictions. An update on the situation will be shared soon.

## WORD OF THE CYCLE

It's time for another Word of the Cycle for this academic year, which will be incorporated, into lessons and tutor times with students. We would be grateful if you could continue to support this by using the word in conversation at home.

**AXIOMATIC** (adjective): self-evident or unquestionable.

**Example:** There was a time when it was regarded as axiomatic that the world was flat.

## PARENTS VISITING FULLBROOK PREMISES

## 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)

We would like to remind parents that they should not be visiting Fullbrook premises without an appointment, even if it is to drop something off for their child. You must speak to reception to arrange a time when we are able to welcome you to the school, and when visiting, please also make sure you are wearing a facemask.

## SOCIAL MEDIA

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



## BREAK/LUNCHTIME – WET WEATHER PLANS

This week, we experienced our first test of the wet weather arrangements for break and lunchtimes. Arrangements are in place for each year group, as follows.

**Year 7:** Normal tutor rooms

**Year 8:** Normal tutor rooms except 8STG who will be allocated to rooms in W Block.

**Year 9:** Students are not able to eat or be left unattended in the science rooms; therefore, they can either spend their social time in the covered area near C Block, or in the newly sectioned-off part of the canteen.

**Year 10:** Normal tutor rooms

**Year 11:** Normal tutor rooms except **11JT / 11AMM / 11DLZ**, these tutor groups will have an allocated space in the main hall.

## SCHOOL UNIFORM DIRECT – REVISED OPENING HOURS

Due to reduced numbers of customers to the store, School Uniform Direct in West Byfleet has amended their opening times. They will review this in January and provide Fullbrook with any further changes they make to opening hours. They have also advised that customers no longer need to book an appointment to visit the store to purchase or try on uniform items.

Store Opening Times

	MITCHAM <small>Unit 9 Mitcham Industrial Estate, Streatham Road, Mitcham, CR4 2AP</small>	STAINES <small>23 High Street, Staines, TW18 4QY</small>	WEST BYFLEET <small>1 Park Court, 1 Pyrford Road, West Byfleet, KT14 6SD</small>	FULHAM <small>343 North End Road, Fulham, SW6 1HN</small>
Monday	09:30-18:00	10:30-17:30	10:30-17:30	09:30-17:30
Tuesday	09:30-18:00	10:30-17:30	10:30-17:30	09:30-17:30
Wednesday	09:30-18:00	10:30-17:30	10:30-17:30	09:30-17:30
Thursday	09:30-18:00	Closed	Closed	Closed
Friday	Closed	Closed	Closed	Closed
Saturday	09:30-18:30	10:30-18:00	10:30-18:00	10:00-18:00
Sunday	11:00-17:00	11:00-16:00	12:00-16:00	12:00-16:00

## LETTER FROM PUBLIC HEALTH ENGLAND

Public Health England have produced a letter for schools to distribute to parents, which explains when a person requires a coronavirus test and what the symptoms of coronavirus are. The Department has asked that we share and circulate this letter amongst parents.

The intention of the letter is to help prevent children being taken out of school unnecessarily and answer some of the questions parents may have around testing. [You can view the letter here.](#)

## CATERING PRE-ORDER SERVICE – STUDENT ACCESS

We've received a number of emails regarding students not knowing their Fullbrook email address login details which are needed for using the catering pre-order service. Students email address is their normal school system log on followed by @fullbrook.surrey.sch.uk. The school log on is made up of *year of joining, first four letters of surname, first initial, day of birth* eg a year 7 student, Alison Donaldson who has their birthday on the 14<sup>th</sup> March would have the following as their school log on [20donaA14@fullbrook.surrey.sch.uk](mailto:20donaA14@fullbrook.surrey.sch.uk). All enquiries relating to email address access should be directed to [passwordreset@gepacademies.com](mailto:passwordreset@gepacademies.com) so that our Network team can provide details.

## DO YOU WANT TO WORK AT FULLBROOK?

We currently have a vacancy for a Part-Time Finance Assistant at Fullbrook. If you are looking for a new role and have relevant experience, then we want to hear from you. For further information and details of how to apply, please click [here](#).

The closing date for applications is **9am on Thursday 1 October**.

## THE LRC IS OPEN FOR BUSINESS ONLINE!

Our Learning and Resource Centre is now available for students to access online and students should have received their LRC log in details via their Fullbrook email address.

See the Online Services Guide on page 4 of the newsletter for further details.

## HPV E-CONSENT

Children and Family Health Surrey have asked us to remind you to complete the HPV E-consent form, which has been emailed parents of Year 7 and 8 students. If you require any help with this please contact the West Surrey immunisation Team 01483 7283201 ext 377.

DATES FOR YOUR DIARY	
Tuesday 29 September	Fullbrook Virtual Open Morning – 2021 Admission (9:30 am – New Haw & 10:30 am West Byfleet)
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)

# FULLBROOK LRC – ONLINE SERVICES GUIDE

## Browsing the LRC

- 1 From RM Unify click on the LRC tile.
- 2 From the library homepage enter the username and password you have been given (you should have received an email sent to your school email account)
- 3 Now you are signed in to the Fullbrook LRC and can request any loans you might like.
- 4 You can select items from our recently returned, top 10, new books or recommended selections by double clicking on the item you are interested in. You can read a summary of the title, see whether or not the book is currently available get recommendations of other similar titles and read any reviews of books that other LRC users have left.
- 5 If you have a specific book or author you are interesting in. Simply use the search function at the top of the LRC homepage.

## Borrowing an item

- 1 You need to be logged on to the LRC to borrow an item.
- 2 Once you have chosen a resource you would like to borrow. Double click on the item. This will take you to the detail page for the item.
- 3 Click “Reserve”
- 4 For all reservations made before 2.00pm A member of LRC staff endeavour to pick your book off the shelf (staff will be gloved and book covers will be cleaned) and deliver it to your tutor ready for you to collect it the following morning.
- 5 If your book is unavailable, you will be placed on a waiting list and the resource will be delivered to your tutor when it becomes available.

## Returning an item

- 1 You should return any items via your tutor. Your tutor will advise you where you should leave your returns within your classroom.
- 2 Your tutor will return your loans to the LRC on your behalf.
- 3 All resources will be quarantined for 24 hours and cleaned before being reissued to any other borrower.

## Renewing an item

- 1 You will need to contact the LRC to request a renewal.
- 2 Ensure you are logged on to the LRC.
- 3 Click on “account” at the top of the page.
- 4 You should now be able to see all your loans and their return due date.
- 5 Click on “Send Librarian a message”, send a message saying which items you would like to renew. The LRC will email you to confirm your renewal and let you know your new return due date.

## Contacting the LRC

If you have any queries or suggestions you can always get in touch with us by emailing

[LRC\\_staff@fullbrook.surrey.sch.uk](mailto:LRC_staff@fullbrook.surrey.sch.uk) or by clicking “Send Librarian a message” from the LRC webpages...we would LOVE to hear from you!