



Parent Handbook 2022-2023



Contents

Welcome to Fullbrook _____	4
Parent/Carer Involvement _____	4
The Parent Voice _____	4
Daily Routine _____	4
Term Dates _____	5
Fullbrook Holiday Dates 2023 – 2024 _____	5
Pastoral System _____	6
The Role of the Tutor _____	6
Tutor Programme _____	6
Head of Learning _____	6
Assistant Head of Learning _____	6
Pastoral Leadership _____	6
Communication Between School and Parents/Carers _____	7
Communication _____	7
Communication in an Emergency _____	7
The Student Learning Environment (SLE), Teams and the Parent Portal _____	7
Change of Personal Information _____	8
Query and Enquiry Process _____	8
Parent/Carer Feedback to School _____	8
Attendance and Absence _____	9
Attendance, Absence and Punctuality _____	9
Signing in and out _____	10
Medication During School Hours _____	10
If your Child is Unwell at School _____	10
School Work Missed Through Absence _____	10
Leave of Absence _____	10
Supporting Your Child’s Learning and Homework _____	12
Supporting Students with Their Homework _____	12
Monitoring Your Child’s Academic Progress _____	12
Attending Meetings About Your Child’s Progress _____	12
Learning Support _____	12
How to Check Your Child’s Achievement and Behaviour Log on a Daily Basis _____	13
Behaviour for Learning and Sanctions _____	13
Rewards _____	13
Celebration of Success _____	13
Fullbrook for Learning _____	13



Code of Conduct _____	14
The Curriculum _____	17
Which Subjects Will Your Child Be Learning at Fullbrook _____	17
Clubs and Enrichment Activities _____	17
House System _____	17
Music Department: Instrumental Lessons _____	18
Scholarship Scheme _____	18
Leadership Opportunities _____	19
Sports Center _____	20
Getting Organised _____	21
Appearance and Uniform _____	21
Fullbrook Uniform Ethos _____	21
Uniform List _____	21
Physical Education Kit _____	22
PE Kit Policy _____	22
Equipment List _____	23
Reading Books _____	23
Parent Pay _____	23
Catering and Payment Systems _____	24
Traveling to Fullbrook by Car _____	24
Travelling to Fullbrook by Bicycle _____	25
Lockers _____	25
Personal Electronic Devices (PED) _____	25
Personal Property _____	25
School Policies _____	26
Anti-Bullying Policy _____	26
Safeguarding _____	26
Confidentiality _____	27
Data Protection _____	27
Information Technology _____	27
Smoking _____	27
Drug Awareness _____	28
Relationships and Sex Education _____	28
Parents' and Carers' Rights _____	28
Information, Advice and Guidance for Students _____	29
Learning Resource Centre (LRC) _____	29
Mentors _____	29



Careers	29
Appendix	30
Abbreviations	30



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.

Parent/Carer Involvement

We welcome, encourage and value parent/carers 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.

Daily Routine

8:25	First Bell
8:30 – 8:50	Tutor Time
8:50 – 9:50	Lesson 1
9:50 – 10:50	Lesson 2
10:50 – 11:10	Breaktime
11:10 – 11:15	Movement Time
11:15 – 12:15	Lesson 3
12:15 – 13:15	Lesson 4
13:15 – 14:00	Lunch break
14:00 – 14:05	Movement Time
14:05 – 15:05	Lesson 5



Term Dates

Fullbrook Holiday Dates 2023 – 2024

Summer Term 2023 Monday 17 April – Friday 21 July

Start of Term Students return Monday 17 April

Half Term Week Monday 29 May – Friday 2 June

End of Term Thursday 20 July – 12.00pm (Students finish)

Autumn Term 2023 Monday 4 September – Wednesday 20 December

INSET Day Monday 4 September (School Closed for students)

INSET Day Tuesday 5 September (School Closed for students)

Start of Term -Students return Wednesday 6 September 2023

INSET Day Friday 20 October (School Closed)

Half Term Week Monday 23 – Friday 27 October

INSET Day Monday 30 October (School Closed)

End of term Wednesday 20 December – 12.30pm (Students finish)

Spring Term 2024 Wednesday 3 January – Thursday 28 March

INSET Day Wednesday 3 January (School Closed for students)

INSET Day Thursday 4 January (School Closed for students)

Start of Term Students return Friday 5 January

Half Term Week Monday 12 February – Friday 16 February

End of Term Thursday 28 March – 12.30pm (Students finish)

Summer Term 2024 Monday 15 April – Monday 22 July

Start of Term Students return Monday 15 April

Half Term Week Monday 27 May – Friday 31 May

End of Term Friday 19 July – 12.30pm (Students finish)

INSET Day Monday 22 July (School Closed for students)



Pastoral System

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 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: a Reading and Literacy programme, Numeracy, SMSC/British Values, Equality, Anti-bullying and Quizzes. The pastoral leadership team has also designed a bespoke tutorial programme for year 7-13 called 'The Fullbrook Journey'. 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.

Assistant Head of Learning

Each year group is supported by an Assistant Head of Learning. Their role is to support the Head of Learning in delivering pastoral care and to celebrate successes of the year group.

Pastoral Leadership

Pastoral Lead: D Stent	
SLT-Link Year 7	D Stent
Head of Learning Year 7	S Wright
Assistant Head of Learning Year 7	A Davies & K Billingham
SLT-Link Year 8	D Stent
Head of Learning Year 8	N Griffith
Assistant Head of Learning Year 8	S Ahmed
SLT-Link Year 9	G Thomson
Head of Learning Year 9	M Scott
Assistant Head of Learning Year 9	T Deane
SLT-Link Year 10	J Baker
Head of Learning Year 10	N Jones
Assistant Head of Learning Year 10	C Andrews
SLT-Link Year 11	J Baker
Head of Learning Year 11	R Smith
Assistant Head of Learning Year 11	R Tipping & S Doussoux



Communication Between School and Parents/Carers

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 complete up-to-date 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 and 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 child remain with us until 3.05 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 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), Teams 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 student hub page or quick links menu 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), Teams, 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 parent hub section 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. 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 parent hub page include:

- Online Booking of Parents' Evenings appointments
- Parent Pay (online payment tool for trips and food accounts)
- Student Timetable (available through their INSIGHT account)
- School Calendars

Change of Personal Information

It is important that the school is able to contact parents/carers. We require the details (contact numbers and 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.

Parent/Carer 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 and to arrive ready for tutor time. 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 01932 349301 (option 1) in the morning of **each 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 (such as a doctor's note); 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/carers to respond to truancy calls straight away.
- It is a statutory requirement that we establish where all our students are every day and we will take measures to follow up any absences that are not explained.
- Every student should take responsibility to ensure that they have been registered each morning to reduce the likelihood of causing parents/carers unnecessary anxiety.

We will contact parents /carers of those students who fail to achieve good attendance and put strategies in place to support them. Individual circumstances will be taken into account for every student, and students with long term health problems are supported by the 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% or more of their sessions – which means their attendance is 90% or lower.

If a student has not attended regularly, parents/carers 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. If a student's attendance does not improve, we will make a referral to the Inclusion Service at Surrey County Council and they may commence the prosecution process.

The school encourages high standards of punctuality. All students are expected to be in school at 8.30am. Students arriving after 8.30am will be recorded as late.



Continued poor punctuality will result in parents/carers 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.

Students must sign in at Reception if they miss Tutor registration for any reason. Students must sign out at Reception before leaving the school site to attend appointments.

If a student arrives at school after 9.00am without good reason, they may be sent to their Head of Learning Office, where they can explain their reason for lateness and show the Student Support Officer a note from their parents/carers and then sign in.

When leaving during the school day, students must sign out at Reception. **Students are not allowed to leave the school premises without prior 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 (available from reception). 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.

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 the SLE.

Leave of Absence

If it is necessary for you to take your child out of school during term time 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 attendance policy states that the school does not grant leave of absence 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 prior authorisation by the school, you may 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 of issue or £120 if paid within 28 days. Failure to pay the Penalty Notice will result in the parent/carer being served a summons to appear at the Magistrates Court.

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



Supporting Your Child's Learning and Homework

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 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, online activities and the 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.

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. 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 make an appointment 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 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.**

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.

You will be issued with a Username and Password to allow you to view your child'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.

Behaviour for Learning and Sanctions

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.

Celebration 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.

Fullbrook for Learning

Everyone at Fullbrook is a life-long learner. We encourage students to develop behaviours that will support their learning and progress.

Good behaviour for learning has been shown to increase motivation, progress and achievement, enabling students to develop into independent learners for life.

The 'Fullbrook for Learning' statements displayed around the school and referred to by staff in learning conversations are:





Twice a year, teachers report on 'Fullbrook for Learning' on a score of 1-4 (4 is outstanding learning behaviour). In lessons, students are awarded merits and positive recognition for exhibiting effective 'Fullbrook for Learning' in class.

Code of Conduct

The Fullbrook Code of Conduct, with the accompanying Rewards and Sanctions sections, clearly set out expectations for good conduct. We know students do better when they receive recognition and our rewards system aims to acknowledge and promote the good conduct and achievement of all our students. Whilst it is important that we recognise good conduct and effort, there are times when students need to be held accountable for their actions. Our system of sanctions sets out what will happen if a student's conduct does not meet expectations. The Code of Conduct highlights two categories of behaviour which are detrimental to learning: disruptive behaviours and disrespectful behaviours. Students who exhibit 'disruptive behaviour' will be given a 'W1' (Warning 1) in the first instance, a 'W2' (Warning 2) for a second disruptive behaviour and a 'W3' (Warning 3) for a third. Students who exhibit 'disrespectful behaviour' will receive a 'W3' in the first instance.

1. If a student receives a 'W3' and is therefore removed from the lesson, they will be escorted by senior staff to an alternative learning space for the remainder of the lesson. They will also sit a three-hour detention on the same day, starting at 2pm and ending at 5pm. All students will hand in their phones on arrival at '2-5' and will have them returned to them at 5pm. In the event of a 'W3' being issued, parents/carers will be informed of the '2-5' via text message and email. If the student receives a W3 during period 5, they will sit their detention



on the following school day. If a student receives a second W3 before they have sat their '2-5' they will remain in the alternative learning space until the '2-5' has been completed. Any student who doesn't attend a '2-5' detention or displays disruptive/disrespectful behaviours while in '2-5', will be deemed to be in breach of the school's conduct policy and exhibiting persistent disruptive behaviour, and will therefore receive a suspension.

2. The 'Code of Conduct' statements are displayed in every classroom and referred to by staff when identifying 'disruptive' or 'disrespectful' behaviours:



Fullbrook Code of Conduct

Disruptive behaviours

- W** Wasting learning time
- A** Actively disrupting the learning environment
- R** Reminder of instructions needed
- N** Not raising your arm for permission to speak

Disrespectful behaviours

- B** Being rude to staff or peers
- A** Arguing with staff
- N** Not following staff instructions (open defiance)

2-5 If a student receives a W3 for three 'disruptive behaviours' or one 'disrespectful behaviour' they will report to '2-5' at 2pm on the same day.
If a student receives a W3 during period 5, they will report to '2-5' the next school day.

Once at '2-5' students will:

- hand in their phone to the supervisor on arrival
- complete work in silence for the duration of the detention
- have their phone returned at 5pm

 Fullbrook
Inspired to Achieve

Fullbrook seeks to be clear that it is a student's poor conduct which is being rejected and not the student her/himself. Fullbrook has adopted a restorative approach to behaviour management to support students to understand why their own conduct was inappropriate and to enable a victim to gain a sense of closure following an incident. At Fullbrook we aim to support students to develop into rounded individuals who care about how they conduct themselves and how their behaviour affects others. It is important that students and staff are able to move forward following any instance of poor conduct so that all students' learning can continue.



Restorative conversations are vital to Fullbrook's system of managing behaviour. Sanctions alone are not always effective, however restorative conversations are not an alternative option to a sanction being served.

Positive behaviour is praised and rewarded through a range of actions, informal and formal. Staff will acknowledge and recognise good decision making and kindness, celebrating with students and parents when appropriate. Teachers can log good behaviour and reward it via merits in PARS. Parents can access this information through INSIGHT.

Mutual respect between all members of the school underpins good conduct and positive behaviour for learning.

The full Fullbrook School Conduct Policy is available on the school website in the policies section listed under "Our School".



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:

Subjects	
Art	Modern Foreign Languages (French or Spanish)
PSHE, RSE and Citizenship	Mathematics
Drama	Music
English	Physical Education
Geography	Religious Studies
Computing	Science
	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 that 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 off-site enrichment trips and visits that 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 30 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 Instrument	Brass Instrument	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 2022. 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 Captains
- Student Council
- House Representatives
- Mentoring
- Ambassadors for the School
- Playground Representatives
- Eco Team

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



Sports Center

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 Halls
- 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 – 10:30 pm	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 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 (including fake eye lashes and extensions), 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 finger ring, a watch and one pair of small ear studs (one in each ear lobe) and no other body piercing to be worn to school. The school cannot take responsibility for items of any value. Students should not wear items that could be a danger in PE, Science or Technology lessons.

Uniform List

Blazer	Navy blazer with the official school logo. Available from School Uniform Direct (SUD).
Shirt	Plain white button-up style to be tucked in and worn with the top button done up.
Tie	Navy striped tie. Available from SUD
Jumper	Navy v-necked school jumper with the official school logo. Must be purchased from SUD.
Shoes	Plain black and low heeled (no more than 5cm in height). Boots, trainers, sling backs, 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 <u>below</u> the knee. Only available from SUD.
Trousers	Plain black <u>tailored</u> trousers (no leggings, denim or tight trousers).
Socks	Black 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 and 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 SUD 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 SUD.
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Any items brought into school must not carry a drug related logo or abusive messages. Further details on uniforms are available on our website.

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

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



Physical Education Kit

Shorts/Skorts	Plain navy shorts or navy skort. (Shorts/Skorts are only available from SUD).
Polo Shirt	Navy polo shirt with the school logo. Only available from SUD.
Socks	White short socks and navy with white turnover long socks.
¼ Zip Track Suit	Optional. Navy ¼ zip track top with the school logo. Only available from SUD.
Tracksuit Bottom	Plain navy training pants. Optional Only available from SUD.
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 a 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 student 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.

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

Equipment List

Being 'Ready to Learn' is a mindset which will serve students well beyond their time at Fullbrook. It supports and encourages students to ensure that they arrive at school with everything they will need for the day, and free from any external distractions that have the potential to disrupt their learning. It is through students wearing their uniform with pride, shifting away from mobile technology and ensuring they have a school bag with all of the equipment and books they need for the day ahead that a 'Ready to Learn' mindset is achieved. All students will be checked each morning by their tutor to ensure that they have the following ten items with them:



'Ready to Learn'

Your tutor will check that you have all ten items every morning



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 Learning Recourses Centre.

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. Parent Pay account details will be issued to parents/carers shortly after students join the school. Cheques can be used for the **first week only** to credit your child's account. These should have your child's name and tutor group marked on the back.

Catering and Payment Systems

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. 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. **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. If you think that your child might be eligible for free school meals, you can check on the Government website www.gov.uk/apply-free-school-meals

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.

Traveling 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 road 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 (ILS), 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.

Personal Electronic Devices (PED)

- While Fullbrook recognises the need for mobile phones for security and safeguarding purposes, these are to be turned off and put away in bags from 8.05am to 3.05pm.
- Parents/carers can support this policy by reinforcing it with students and, should parents/carers need to contact their child during lesson time, to only do so by contacting the school office directly.
- Should a student not adhere to this policy, their mobile phone will be confiscated. Students who are non-compliant with their phone being confiscated will be sanctioned according to the school's conduct policy.
- Confiscated items can be collected at the end of the school day at 3.05pm each day.

Fullbrook does not take responsibility for lost, damaged or missing electronic items.

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/carers. 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.



School Policies

A full printed version of any school policy will be provided on request and is also available on the school website.

Anti-Bullying Policy

Everyone has the right to be treated with respect.

To make this happen, we all have the responsibility to treat others with respect.

Fullbrook works proactively to minimise the likelihood of bullying and has a no tolerance approach. We would expect students to feel safe in school and on school related journeys, including that they understand the issues relating to safety, such as bullying and that they feel confident to seek support from school should they feel unsafe

This 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 stop it, get help or tell a trusted adult.
- 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 overcome bullying.
- The school will offer support and counselling for the victim and support to help the bully change.
- The school will speak with the families of all students involved.

‘Anti-Bullying Alliance defines bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online’

The full 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 D Stent – Safeguarding Lead
Mr J Baker – Deputy Safeguarding Lead
Mrs C Smith - Deputy Safeguarding Lead
Mr S Wright
Miss E Lawrence
Mr J Czaplicki
Ms D Sherman
Mrs D Mutto
Mr N Griffith
Mrs K Billingham



Confidentiality

We operate a policy at Fullbrook as recommended by the Department for Education circular 5/94. Where a teacher or a member of staff 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 Head of School and Designated Safeguarding Lead will be informed. If a teacher or a member of staff becomes aware of 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/E-Cigarette site. Smoking or vaping is against the law in public buildings. On the rare occasions that students are caught smoking or vaping on site they will be sanctioned. Smoking or vaping in the vicinity of the school is treated in the same way as smoking or vaping on site as it brings the school into disrepute. Any student blatantly in the company of a smoker or vaper, either on school premises or in the vicinity, will also be sanctioned.



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 on the policies page of the school website. 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 PSHE programme.

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 a working partnership with parents/carers 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 Head of School.

Students who are withdrawn from the sex education programme shall be provided with alternative work by their PSHE 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.



Information, Advice and Guidance for Students

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 both school and leisure purposes. Library books are generally available on a three-week loan. If not returned after three weeks, reminders will be sent. Replacement costs are charged for lost (after 45 days) 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
- Every student has access to a free online Careers Platform known as 'START'.



Appendix

Abbreviations

EHCP	Education Health Care Plan
ICT.....	Information Computer Technology
ILS.....	Locker Solutions Ltd
LRC.....	Learning Resource Centre
PARS.....	Internal behaviour system
PED	Personal Electronic Device
PHSE	Personal, Social, Health and Economic education
RM Unify	A sign-on identity and access management service
SENCo	Special Educational Needs and Disabilities Coordinator
SEND	Special Educational Needs and Disabilities
SLE	Student Learning Environment
SLT.....	Senior Leadership Team
SUD.....	School Uniform Direct

