



Parent Handbook 2023 – 2024

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Welcome to Fullbrook

It is with great pleasure that I welcome you to Fullbrook. We are a school where we value the whole school community and work together as a team. We expect every member of our community to Work Hard and Be Kind.

As a large, mixed, comprehensive we provide an innovative education from Year 7 to 13. Our research-based approach to learning leads to strong outcomes for our students. Our recent OFSTED (March 22) made reference to the 'Fullbrook family' which captures our warm, happy atmosphere. Our aim is to ensure that during their time at Fullbrook, our students develop into confident and articulate young adults with a lifelong thirst for knowledge and a clear desire to make a positive contribution to society.

Fullbrook:

- Where students leave to become global citizens able to meet the challenges of the 21st century head-on
- Where students have the desire to achieve this for themselves and support those around them to achieve it too
- Where all act with integrity and kindness
- Where excellence in learning and teaching is achieved through a first rate team of teachers and support staff.

We look forward to welcoming new families and being able to share our school with you.

Mr A McKenzie

Executive Principal



Term Dates & School Communication

Fullbrook Term Date 2023 - 2024

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)

Start of Term Students return Thursday 4 January

Half Term Week Monday 12 February – Friday 16 February

INSET Day Monday 19 February (School Closed for students)

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)

Dates correct as per July 2023. Please check website for any updates.

Daily Routine

8:25	First Bell
8:30-9:00	Tutor Time
9:00-10:40	Lesson 1
10:40-11:00	Breaktime
11:00-12:40	Lesson 2
12:40-13:20	Lunch Break
13:20-13:25	Movement Time
13:25-15:05	Lesson 3



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.

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.

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 School Comms and Class Charts. Both are apps available to download and will provide you with access from your tablet or phone. You will be provided with your 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 3.05 pm from the designated location.



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 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. 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 Class Charts (from September 2023). Students have a school email account with teacher contact details in the address book. Students can print homework or resources in school during break, lunch, or after school. PCs with internet and printing facilities are provided in the Learning Resource Centre (LRC).

Parents/Carers can access Homework tasks via their own Class Charts login. Parents can access this website and other online services via the parent hub section on the school website. Login details will be sent to parents/carers early in the first half term. 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 Class Charts account)
- School Calendars

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 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. 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. 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 their own money if they wish to go over their 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 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

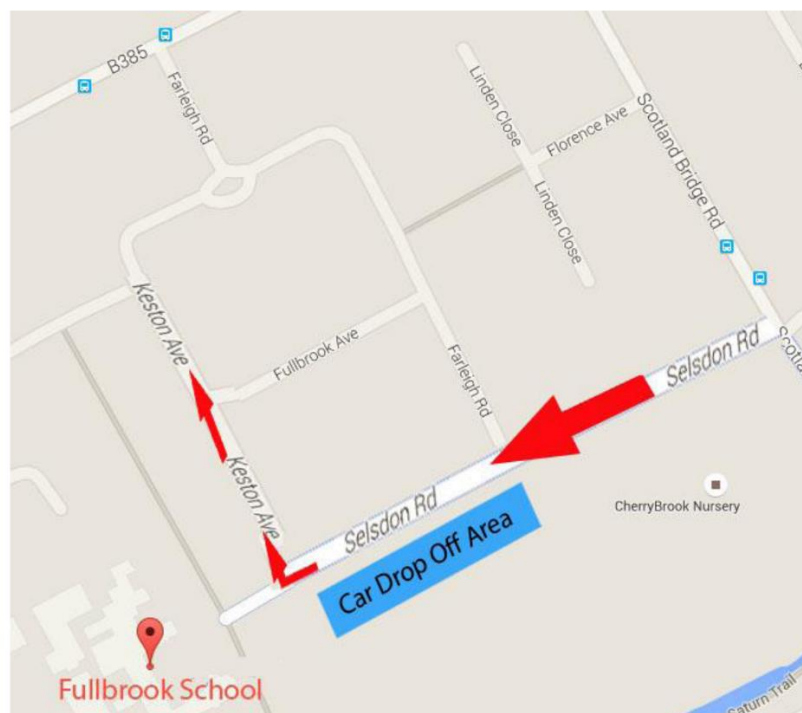
Parents/Carers may wish to provide a packed lunch and this can be eaten in the canteen or other designated areas.

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.

Fullbrook Voluntary One Way system for Drop off & Pick up Times



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.

Phone Free Policy / Personal Electronic Devices

- 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 8.00am 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.

Mobile Phone and Online Safety

Having a mobile phone to ensure you can keep in touch with your child on their way to and from school is a very important safety measure. However, understanding how to support your child in using their phone safely is of paramount importance for their social development and mental health. The NSPCC has some useful tips for online safety in the link below

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Childline also has some useful resources and ideas for supporting you to keep your child safe online in the link below



<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/mobile-phone-safety/>

Some key advice from these sources are as follows:

- Always know your child's passwords and do not let them change them without permission.
- Set aside time together as a family which is free from devices.
- There are apps available which enable you to monitor your child's activity.
- Ensure that your child does not use their device for at least one hour before going to sleep as this will affect their sleeping pattern.
- Create an environment where your child feels they can speak openly about what might be worrying them.

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.

The Curriculum

Supporting Students with Their Homework

Fullbrook believes:

We must provide students with regular opportunities to aid their own progress while outside the classroom.

We must embed learning outside the classroom as routine.

We must facilitate student responsibility and ownership to develop the independence required for success in and beyond secondary school.

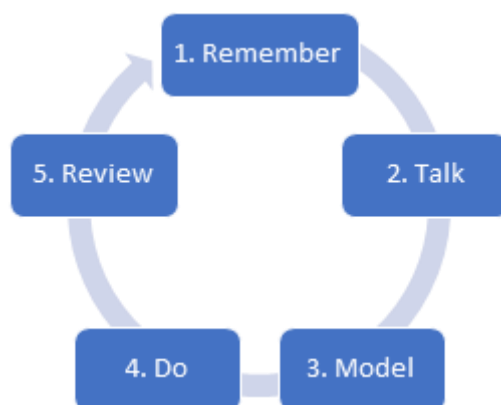
Students at Fullbrook receive 20 minutes of homework every lesson, every day, except in subjects where this is not appropriate, such as Core PE and PSHE. Therefore, every student should expect a total of 1 hour of homework each day. The purpose of all homework tasks should align with one or more of the following:

- to review and practice knowledge and skills acquired in class
- to encourage more in-depth exploration of topics introduced in class
- to apply skills they've learned in class to new situations
- to prepare for future classes
- to develop student self-discipline and personal organisation
- to encourage independent study.



The Fullbrook Learning Cycle:

Teachers at Fullbrook plan for a new learning cycle into every lesson to ensure that there is a consistency of pedagogical approach across each subject. Our learning cycle is driven by cognitive science and has been successfully implemented across the Learning Partners secondary schools.



Remember tasks: These are given at the start of each lesson and are designed to help you children recall and re-engage with prior learning. The teacher has the opportunity to assess the level of understanding and knowledge the students already have and correct any misconceptions prior to moving their learning forward. These have been unanimously popular amongst our students this year who have recognised that this time at the start of each lesson helps them to connect their new learning to prior learning and helps them to remember information required more easily.

Talk: This section of the lesson is where the teacher and your child explore the new learning. New information and required vocabulary is explicitly taught and students have the opportunity to explore new material alongside their peers.

Model: The teacher actively works alongside your children to ensure that they are confident in completing the work independently. This could be a step-by-step approach to a maths problem, annotating and exploring a piece of poetry, or demonstrating a practical task. This enables the students to work independently with confidence.

Do: The children engage in independent deliberate practice to complete the learning task with their teacher on hand to support should they require it. It allows students the opportunity to really embed their learning and demonstrate their knowledge acquisition.

Review: This is where your children and the teacher will assess their understanding of the learning. Feedback will be provided and the students and teacher will leave the lesson with a clear understanding of what they have done well and where there may be further academic or skills development required. The teacher will use this to plan the next lesson to continue your child's learning journey.

Fullbrook Feedback Policy

Providing feedback to students is an essential part of teaching and learning that is fundamentally important in driving student progress. The focus of written and verbal feedback is to aid students in gaining a clear understanding of how well they have gained knowledge, concepts and skills and to



highlight areas where improvements can be made. It should impact upon progress. This approach will foster independence and allow students the opportunity to take responsibility for their own learning in conjunction with the teacher during planned time in lessons for students to act on the feedback they have received. At Fullbrook, we also recognise that teachers' marking of students' progress and attainment is essential. The purpose of marking at Fullbrook is to evaluate how far students have progressed at regular assessment points and to communicate this data to students, parents and school leaders.

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: SENDCoSupport@fullbrook.surrey.sch.uk

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)
Computing	Music
Drama	Physical Education
English	PSHE (Personal, Social, Health & Economic Education)
Geography	Religious Studies
History	Science
Mathematics	Technology (Textiles, Resistant Materials, Graphics and Food Technology)

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.



Reading at Fullbrook

At Fullbrook we celebrate reading for pleasure across the school because we recognise its importance. At Key Stage 3, students have fortnightly library lessons where teachers track and support students' reading. We also run Key Stage 3 Book Clubs and reading activities throughout the year. The library is a popular place for students allowing them a quiet place to read and discover new books; it has regular displays of book trends and we make sure we always purchase the latest books. Each week there is a Literacy Tutor activity to expose all students to a range of authors and genres. Teaching staff also read books for young adults so as to promote and discuss these with students in their lessons. We encourage parents/carers to support students at home with reading for pleasure.

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 £16.50 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 although there is a limited number available in the department.

The following scholarships are available:

String Instrument	Brass Instrument	Woodwind
Violin	Cornet	Saxophone
Viola	Trumpet	Clarinet
Cello	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 2023. 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.

Reading Books

All students are expected to carry a reading book with them at all times. Books may always be borrowed from the Learning Resources Centre.

Learning Resource Centre (LRC)

The Learning Resource Centre is open Monday to Thursday, 8.30am to 4.30pm and Friday from 8.30am to 2.30pm.

The LRC has over 12,000 resources available, including non-fiction and reference books, as well as fiction for all ages.

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 'Accessit' on RM Unify 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.

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 careers curriculum 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'.



Pastoral Care & Student Conduct

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.

The school encourages high standards of punctuality. All students are expected to be in school at 8.25am. 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.

The Role of the Tutor

The tutor is the person that you or your child should first contact with any queries or concerns once they have 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.

The role of the tutor is of paramount importance to every student's daily experience. We expect all staff to care about our students and we want all of our students to know they are cared about. Tutors should celebrate the success of individuals and the successes of their tutor group with enthusiasm and genuine pride.

The tutor is the first point of contact students and it is their responsibility to ensure that all students are 'Ready to Learn'. Each morning the tutor will conduct a thorough equipment and uniform check to give every student the best possible start to their day. Tutors also deliver a bespoke tutorial programme and comprehensive reading strategy which supports the social, moral, spiritual and cultural development of their tutees as well as their academic opportunities. Tutors work closely with their Head of Learning and Assistant Head of Learning to give each student the support they need as well as challenging them to surpass all expectations.

Rewards

Students can be awarded merits in line with the ACE values of Achievement, Courage and Engagement. Merits can be awarded in and out of the classroom and are recorded in Class Charts.



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, commitment to school, house competitions, contributions to the school and community, as well as outstanding effort, achievement and progress in all areas of school life.

ACE

At Fullbrook, we expect all students and staff to 'Work Hard and Be Kind'. The 'ACE' reward system was designed by Student Leadership and highlights three specific learning behaviours that they believe demonstrate when they are 'Working Hard'.

- Achievement** an exceptional, completed piece of work
- Courage** having a mindset that takes on a challenging task
- Engagement** absolute and unwavering focus on a given task

Teachers are expected to give at least five ACE House Points in each lesson. It is incredibly important that we positively reinforce learning behaviours that we want to see in our lessons and tell students why they are being rewarded



Code of Conduct

Our Code of Conduct is incredibly simple. Is the behaviour of the child 'disruptive' or 'disrespectful'? If the behaviour is disruptive and therefore wasting learning time, they are given two 'warnings' (W1 and W2) which are opportunities to correct their behaviour and remain in the lesson, if a third disruptive behaviour occurs the student receives a 'W3'. In the event of a W3, a senior member of staff will remove the student from your lesson and they will sit a same-day detention. If the behaviour is disrespectful toward the teacher or other students, there are no warnings and the student is to receive an immediate W3. If a teacher decides to remove a student from their lesson, it is school policy that the member of staff phone parents on the same day to explain the behaviour of the student and the reason for the W3.

Code of Conduct

Disruptive Behaviours
Wasting Learning Time

W1 **W2** **W3**


Disrespectful Behaviour

W3

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



Ready to Learn

Being 'prepared' means that students have the equipment they need for the day and their uniform is worn both correctly and with pride. All tutors check that students in their tutor group have the required equipment each morning and all staff are expected to correct the uniform of a student if it worn incorrectly.

Being 'focused' means that students are free from distraction from their mobile phones. Fullbrook has a policy of 'See it, Hear it, Take it', which means that if a member of staff sees or hears a mobile phone they are to confiscate it from the student and hand it to reception.



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:

Miss A Wallis – Designated Safeguarding Lead

Mr D Stent – Designated Deputy Safeguarding Lead

Miss E Lawrence - Designated Deputy Safeguarding Lead KS3



Extra-Curricular Opportunities

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.

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.

Clubs



Lunch Time Activities

Monday	Tuesday	Wednesday	Thursday	Friday
Y10 & 11 Football 3G	Y10 & 11 Football 3G	Y10 & 11 Football 3G	Y10 & 11 Football 3G	Y10 & 11 Football 3G
Y9 Football Sports Hall	Y8 Football Sports Hall	Y9 Football Sports Hall	Y8 Football Sports Hall	Y9 Football Sports Hall
Junior Band E10	Key Stage 3 Music E10	Key Stage 3 Create! E11	GCSE Music Composition E10	
Key Stage 3 Homework Club Rm 5	Key Stage 3 Homework Club Rm 5	Key Stage 3 Homework Club Rm 5	Key Stage 3 Homework Club Rm 5	Key Stage 3 Homework Club Rm 5
Key Stage 4 Homework Club Rm 7	Key Stage 4 Homework Club Rm 7	Key Stage 4 Homework Club Rm 7	Key Stage 4 Homework Club Rm 7	Key Stage 4 Homework Club Rm 7
Chess Y7-9 W2	Chess Y7-9 W2	Chess Y7-9 W2	Chess Y7-9 W2	Chess Y7-9 W2
Chess Y10-11 W3	Chess Y10-11 W3	Chess Y10-11 W3	Chess Y10-11 W3	Chess Y10-11 W3
Board Games & Cards W4	Board Games & Cards W4	Board Games & Cards W4	Board Games & Cards W4	Board Games & Cards W4
GCSE Technology N5	GCSE Technology N5	GCSE Technology N5	GCSE Technology N5	GCSE Technology N5
Heroes of the Earth Rm 29	Philosophy & Ethics W3	Young Historians W4	Key Stage 4 English Catch-up Rm 35	Engineering N7
GCSE & Key Stage 3 Art Club E11		Year 7 & 8 Textiles N1	Key Stage 3 Creative Writing Rm 34	MFL Board Games E2
STEM (invite only) C10		German for Beginners! E4	Year 7 & 8 Maths Drop In Rm 18	
Year 11 Reading for pleasure Library	Year 7 Reading for pleasure Library	Year 8 Reading for pleasure Library	Year 9 & 10 Reading for pleasure Library	Year 11 Reading for pleasure Library
Year 7 Eikon Club Eikon	Eikon Drop-in Eikon	Gardening Club Eikon	Year 11 Eikon Club Eikon	



EHCPEducation Health Care Plan
ILS.....Locker Solutions Ltd
LRC.....Learning Resource Centre
PHSEPersonal, Social, Health and Economic education
RM UnifyA sign-on identity and access management service
SENCoSpecial Educational Needs and Disabilities Coordinator
SENDSpecial Educational Needs and Disabilities
SUD..... School Uniform Direct

