



Hebburn Comprehensive School

Campbell Park Road, Hebburn, Tyne & Wear, NE312QU, (0191) 4833199



Key Information, 2018-19

To support your child's transfer to secondary school

MESSAGE FROM THE HEAD TEACHER

I would like to extend, to all prospective parents and carers, a very warm welcome to Hebburn Comprehensive School. Being a parent, I know that choosing the right secondary school for your son/daughter is a hugely important decision. I hope that this brochure provides you with an overview of the essential values and ethos of our school: a vibrant and caring community, where the focus for all is on learning and achievement and where youngsters feel safe and happy.



As a school, our key aim is to raise aspirations and embed ambition in all of all of our young people, and to inculcate a sense of respect for one another.

Standards of achievement at the school are already high, but we continue to provide challenge and support, working in partnership with parents and carers, to raise achievement even further and to do everything we can to enhance our children's life chances for the future.

We recognise that, for each child's learning and progress to be maximised, and for their happiness to be assured, school and home must form a close, supportive and effective partnership.

If you entrust your son or daughter to us, I can give you my absolute assurance that we will be fully committed to working with you to ensure that he/she has the most positive experience possible, the very best of opportunities and the highest of outcomes.

I look forward to meeting you throughout this evening.

David Thompson
Head Teacher

FIRST-CLASS PASTORAL CARE

At Hebburn Comprehensive, we have a caring ethos, with the needs of our children central to all we do. The pastoral care and well-being of our young people are of paramount importance. Our main priority is to ensure that all children are happy and feel safe in school.



The high standards of achievement we have at Hebburn Comprehensive are underpinned by first-class pastoral care. In our most recent Ofsted inspection, inspectors said that our pupils are confident and engage well with visitors. The Lead Inspector commented on our pupils' exemplary behaviour in lessons, saying that pupils spoke with great fondness about their teachers and were keen to point out how approachable and supportive all staff are. He said that the pupils he spoke to during the inspection were an absolute credit to the school.



We have robust policies and procedures in place to safeguard children and tackle bullying. Again, in our last Ofsted inspection, inspectors said the following: "A culture of safeguarding is evident in all aspects of the school's work. The pastoral staff work collectively to support pupils to make sure that they are safe. Pupils informed inspectors that they were confident that any issues would be dealt with quickly and in the appropriate way."

Heads and Assistant Heads of Learning are responsible for the welfare, behaviour and general progress of pupils. They deal with most issues within their year group, although more serious matters may be referred to the relevant member of the Senior Leadership Team.

The discipline of the school is firm but not harsh. I cannot over-emphasise that a well-disciplined school is essential in allowing children to work, learn and progress without disruption.

INSPIRATIONAL TEACHING AND LEARNING

Our school is essentially a learning community, where the opportunities presented by teaching and learning will raise achievement through fostering a passion for life-long learning.

Following a refurbishment through BSF in 2012, we have an outstanding environment for learning, with state-of-the-art facilities.



Teaching across the school is at least 'good', with many examples of outstanding practice. Ofsted inspectors said that there is high-quality and inspirational teaching at the school, allowing students to make rapid progress.

WHAT HAPPENS IN A LESSON?

- Pupils should enter the lesson in an orderly fashion.
- The teacher will have an activity for pupils to get straight on with, which is called a starter activity or bell task.
- The teacher will take the register, then explain the learning objectives and success criteria for the lesson.
- Pupils must listen very carefully to any instructions given.
- Teachers will have designed a range of learning activities to ensure good progress. It is important that pupils actively and positively engage with these activities and complete them to the best of their ability.

- Pupils may be asked to work in groups or pairs during a lesson. We ask that pupils respect and listen to the views of others in lessons, particularly in group or pair work.
- It is important that all pupils remain on task, so the learning of others is not hindered in any way. There will be sanctions for pupils who cause distractions in lessons.
- At the end of the lesson, the teacher will review the learning that has taken place during the lesson: this informs the planning of the next lesson and any future intervention.
- Pupils are asked to leave the lesson in an orderly fashion and join the one-way system to their next lesson.
- Pupils should have their blazer on at all times on the corridor, including lesson changeover.
- Pupils should follow the one-way system in a sensible and orderly fashion.

BEHAVIOUR FOR LEARNING

At Hebburn Comprehensive, we believe that there is an integral link between good behaviour, feeling safe, effective learning and enjoying and achieving. To ensure the most effective learning, all children have the right to work and to learn in an environment which is safe, secure and free from disruption.



CODE OF CONDUCT

- Arrive at school and to all lessons on time;
- Arrive properly equipped for each lesson, including homework;
- Listen to what other people have to say;
- Work to your best at all times;
- Do not say or do anything that would hurt someone else.

EQUIPMENT

Pupils are expected to bring the correct equipment to school each day, including:

- pen and spare;
- sharpened pencil and spare;
- ruler;
- eraser;
- pupil planner;
- completed homework;
- school bag (big enough to carry an A4 folder, exercise books and PE kit)
- PE kit (on PE days)



SANCTIONS

Occasionally, children fail to conform to our standards of reasonable behaviour. In the majority of cases, a word of warning or advice is sufficient. However, if a child persistently fails to produce a reasonable amount of work appropriate to his/her ability, deliberately disrupts lessons and the work of other pupils, exhibits unacceptable behaviour around the school, is rude to a member of staff, or physically threatens others, sanctions will be applied.

These may include:

- repeating or completing additional work;
- completing extra work after the normal school day in detention;
- working in a rescue base;
- working outside of the Head Teacher's office;
- being withdrawn from privileges such as visits and social activities in school;
- being placed on the school's monitoring system - (referred to as being "on report");
- being removed from all normal lessons, for a period of up to 10 days, into the school's Guidance and Learning Centre (Amber Zone);
- being removed from all lessons. for an extended period in the school's Guidance and Learning Centre (Purple Zone)

- being placed on a Pastoral Support Programme (PSP)
- Please refer to the school's Behaviour Policy for further details.

MOBILE PHONE/ELECTRONIC DEVICES POLICY

- Mobiles phones or electronic devices should not be taken out at any point during the school day, including lunchtime, unless permission has been given by a member of staff.
- If a pupil has a mobile phone out without permission, it will be confiscated and returned at 3.00pm, via the school office. If the issue is repeated, parents/carers will be asked to collect the phone from reception.
- If a pupil refuses to hand over their phone or electronic device, a sanction will be put in place. Staff do not have time to deal with defiant behaviour of this nature. If pupils are in persistent breach of school policy, parents/carers will be contacted to arrange a meeting, and pupils will be asked to keep their phone/electronic device at home.
- No photographs or recordings of pupils or staff should be taken.
- Pupils must not post or publish any pictures or recordings (video or audio) taken in school on social media or any other online sites.
- Further information can be found on our website.

CELEBRATING POSITIVE ACHIEVEMENT

Our aim is to foster a positive attitude to all aspects of school life; the acknowledgement of learning – and of the positive attitudes which maximise learning – lies at the heart of all we do.

We encourage all pupils to achieve their full potential through a system which rewards positive achievement. This is done through:

- Praise in lessons;
- Merits and our annual 'Big Prize' merit draw;
- Acknowledgement on the plasma screens around school;
- Comments and stickers in exercise books;
- Letters or phone calls home;
- Termly Celebration Assemblies;
- Awards Evening;
- Work displayed on our 'Wonderful Work' boards around school;
- Prizes and certificates.

OUR MERIT SYSTEM

Class teachers may award the following merits during lesson time.

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- Excellent Work
- Excellent Effort
- Excellent Progress
- Excellent Contribution

Form tutors may award tutorial merits during form period, on a weekly basis. 2 merits are available weekly, if all expectations are met in relation to:

- Attendance
- Punctuality
- Uniform
- Organisation

OTHER MERIT CATEGORIES

- Homework Club
- Contribution to Extra-Curricular Activities
- Being a Good Citizen
- Head of Learning Merit
- Head Teacher Merit

MERIT MILESTONES

At the end of each academic year there is a 'big prize' draw, with a range of prizes that can be won. The higher the milestone reached, the better the prize!

Bronze Award – 60 merits

Silver Award – 90 merits

Gold Award – 120 merits

Platinum Award – 150 merits

Titanium Award – 180 merits



OUR SCHOOL DAY	
8.50 - 9.10	Registration / Assembly
9.10 - 10.10	Period 1
10.10 - 10.15	Toilet Break/Lesson Changeover
10.15 - 11.15	Period 2
11.15 - 11.20	Toilet Break/Lesson Changeover
11.20 - 12.20	Period 3
12.20 - 1.00	Lunch
1.00 – 2.00	Period 4
2.00 - 2.05	Toilet Break/Lesson Changeover
2.05 - 3.00	Period 5



SCHOOL UNIFORM

At Hebburn Comprehensive School, we take a very positive view towards school uniform. It gives our pupils a sense of belonging and is an important part of our corporate image. We encourage our pupils to have a sense of pride in their own personal appearance and particularly in the wearing of school uniform, which is looked upon as their badge of membership of the Hebburn Comprehensive School community.

Parents are expected to ensure that pupils attend school reasonably dressed and the school, wishing to maintain a high standard of dress among its pupils, encourages the wearing of correct school uniform.

We strongly advise parents to 'shop around' to ensure they obtain value for money. If any parents find it impossible to provide school uniform for their child(ren), they should visit the school to discuss the matter in order to find a solution to the problem.

If pupils are not in correct school uniform, they must have a signed note from home providing explanation and details of when the issue will be rectified. Heads of Learning or Assistant Heads of Learning may contact parents/carers to discuss any issues with uniform.

School ties and badges may be purchased from the school. Contact Mrs J Railton, Office Manager, on 0191 4833199, for details.



BLAZERS, SHIRTS, JUMPERS AND TIES

- A plain black school blazer with the school's badge.
 - Blazers must be worn around the school building at all times during the school day, including lesson changeover.
 - It is at the discretion of the teacher whether blazers can be removed in lessons
- Plain white school shirt that is buttoned to the neck.
 - Shirts should be tucked in at all times.
- Optional plain black or grey V-neck school jumper or plain black or grey school cardigan.
 - Jumpers or cardigans should be worn underneath the blazer: they do not replace the blazer.
 - Pupils must not wear sweatshirts, hoodies or long cardigans.
- Black and red school tie that is the appropriate length and fastened correctly at all times.
 - Year 11 prefects should wear their prefect tie and badge at all times.

TROUSERS AND SKIRTS

- Plain black or grey school trousers.
 - Pupils should not wear jeans, jeggings or leggings: they are not appropriate for school. If a pupil is wearing any of these items, parents/carers will be contacted, so the issue can be rectified quickly.
- A black or grey A-line or straight knee-length school skirt.
 - Skirts should not be tight fitting or made out of stretch material. It is extremely important that skirts are the appropriate length. If a pupil is not wearing an appropriate skirt, parents/carers will be contacted, so the issue can be rectified quickly.

FOOTWEAR

- Plain black sensible footwear with no other colours or coloured logos.
 - **Please note that footwear which is not plain and black is not acceptable and must be replaced. If a pupil is wearing the incorrect footwear, i.e. footwear that is not plain and black, parents/carers will be contacted and asked to rectify the issue.**
- Socks and tights should be black or grey

OUTERWEAR

- Outdoor coats should be removed in the school building
- Caps or hats should not be worn inside the school building

PE KIT

- Red polo shirt with the school's badge (available from JK clothing in Jarrow)
- Plain black shorts
- Red football socks (boys)
- Long white socks (girls)
- Trainers

HAIRSTYLES

- Hairstyles should not be extreme.
 - Please note that the following are not allowed in school:
 - Unnatural hair colour, such as blue, pink and orange;
 - Razored patterns or tramlines;
 - Closely-shaven hair;
 - Mohicans.

MAKE-UP

- Make-up, if used, should be natural and subtly applied. If pupils are wearing excessive amounts of make-up, they will be asked to remove it. Should a pupil refuse to do this, they will be placed in isolation and parents/carers will be contacted, so the issue can be quickly resolved.
- Pupils should not re-apply make-up during the school day.
- No nail varnish.
- No false, gel or acrylic nails.
- For the reasons of health and safety, fingernails should be kept short.
- No false eyelashes.
- No bright eye shadow.
- No bright lipstick/gloss.

JEWELLERY

- For reasons of health and safety, we have a no jewellery policy, except for a wrist watch.
 - No earrings, ear cuffs, necklaces, bracelets or rings.
 - No visible piercings, including studs, bars, rings or expanders

Please note that any piercings should be done at the start of the summer holidays, so they can be removed in September

OTHER

- No tattoos

LUNCHTIME AT HEBBURN COMPREHENSIVE

The school has a Food Court on Level 1, where a wide choice of school meals is offered each day. We operate a cashless catering system which recognises children by fingerprints. Pupils can 'top-up' their accounts using the machines in the Food Court. Alternatively, lunch, as well as payments for school trips, can be made via 'ParentPay', accessible from the 'Parents' section of the school's website. A two-course meal is currently priced at £2.10; children in receipt of free school meals will have the value of the meal credited to their accounts on a daily basis.



The lunch period is from 12.20pm – 1.00 pm. Breakfast Club runs each morning from 8.00am to 8.45am, in the Dining Hall. During this time, pupils are also able to access computer facilities in the school's Media Zone at the Atrium entrance, to complete homework.

Pupils in Year 7 must remain on site over the lunch period. If you wish for your child to go **home** for lunch, a signed note will need to be provided to Mr Moore, Assistant Head Teacher. Please note that this is the only circumstance in which we will allow the children to leave the premises during the lunch period. Over the lunch period, pupils have access to various ICT rooms, the 3-G pitch, as well as the yard.

PACKED LUNCH

Pupils who are not entitled to free school meals may find it more convenient to bring a packed lunch to school, which may be eaten in the school dining hall or in the packed lunch area on Level 1.

EXTRA-CURRICULAR ACTIVITIES

As a school, we recognise that involvement in a wide range of extra-curricular activities forms a very important part of each pupil's general education and personal development. There are several after-school clubs, including Drama PE and Music. Throughout the year, staff organise a wide range of trips, visits and curriculum enrichment activities.

**“I achieved
grades I never
thought I
would and that’s
because of this
school.
The school is
brilliant.”**

Megan, Year 11



“Pupils are confident and engage well with visitors. Pupils speak with great fondness about their teachers, and say how approachable and supportive all staff are.”

“Pupils show high levels of engagement, cooperation and respect for each other’s ideas.”

“There is high-quality teaching in the school.”

Ofsted, 2017



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