



HEBBURN COMPREHENSIVE SCHOOL

INFORMATION FOR THE WIDER RE-OPENING OF THE SCHOOL FROM SEPTEMBER, 2020

GUIDE FOR PARENTS AND CARERS

Please note that the information in each section will be kept under review and may be updated or changed at short notice. We will inform parents/carers in advance, via the school website (www.hebburn.net).

Dear Parent/Carer

I hope all families are safe and well.

I wrote to you in July with provisional arrangements for re-opening to all year groups in September, explaining that it would be sensible to wait for the latest information from Public Health England before confirming plans, given the constantly-changing picture.

Below are the arrangements for pupils returning to school from w/c 7th September, 2020. Please note that, due to the ever-changing picture, all plans are subject to updates and revisions which may happen at short notice.

PASTORAL ARRANGEMENTS FOR SEPTEMBER

Year	Key Stage	Head of Learning	Intervention Manager	Head of Key Stage	Senior Leadership Link
7	3	Miss Shield	Miss Woodcock	Miss Hood	Mrs Burdis
8		Mr Mulley	Miss Woodcock		
9		Mrs Armstrong	Miss Simpson		
10	4	Mrs Fawcett	Miss Simpson	Mr Chambers	
11		Mrs Moore	Mrs Mordue		

Any queries should be directed to the Head of Learning, in the first instance.

INFORMATION ABOUT SCHOOL UNIFORM AND EQUIPMENT FOR SEPTEMBER

Expectations for school uniform for the first half of the Autumn Term can be found here

<http://www.hebburn.net/index.php/uniform-requirements-for-september-2020/>

Expectations for school uniform from the 2nd November can be found here

<http://www.hebburn.net/index.php/uniform-requirements-from-2-november-2020/>

Expectations for equipment required for September can be found here

<http://www.hebburn.net/index.php/equipment-list-for-september-2020/>

STRUCTURE OF THE SCHOOL DAY FROM SEPTEMBER

Year 7	Registration 8:40am - 8:45am (in Period .1 teaching classroom)	Period 1 8:45 – 9:45	Break 15m	Period 2 10:00 – 11:00	Period 3 11:00 – 12:00	Period 4 12:00-12:30	Lunch 30m	Period 4 1:00 – 1:30	Period 5 1:30 – 2:30	Form Period/Assembly 2:30 – 2:45
Year 8						Lunch 30m	Period 4 12:30 – 1:30			
Year 9			Period 2 9:45 – 10:45	Break 15m		Period 4 12:00 – 1:00	Lunch 30m			
Year 10										
Year 11										

ARRANGEMENTS FOR RETURNING TO SCHOOL IN SEPTEMBER

- Monday 7th and Tuesday 8th September are staff training days.

Year 7

- Year 7 **only** will return on Wednesday 9th September (information below).

QUICK GUIDE FOR YEAR 7

We can't wait to meet our new Year 7 pupils. We realise that some pupils may be feeling a little nervous about starting secondary school, particularly in the current circumstances, but please rest assured that we will do everything we can to ensure a smooth and settled transition from primary school, ensuring that pupils receive the support they need to help them settle in. If you haven't already, please take a look at our virtual tour of the school on Facebook.

ON THEIR FIRST DAY, PUPILS IN YEAR 7 WILL:

- Report to the main yard at **8.30am**, where they will meet the Year 7 pastoral team. A text will be sent on Monday 7 September with your child's provisional class. Staff will be waiting in the yard, holding signs with the class code on. Pupils should make their way to the member of staff and line up.
- Be in full, correct uniform applicable to the first half term (see links above).
- Sanitise their hands on entry and as directed throughout the school day.
- Have all of the necessary equipment.
- Bring in a bottle of drinking water.
- Require a packed lunch. Pupils on free school meals will be provided with a school packed lunch, if required.
- Receive information about how logistical arrangements in school will work. It is important that children do not worry about remembering everything on their first day. Staff will go through information on a regular basis and the revised systems are new to everyone.
- Be dismissed at **2.00pm**.
- After the first day, pupils will follow the times on the table below.
- Please note that Breakfast Club will not be available initially.

YEARS 7 – 11 (THURSDAY 10 SEPTEMBER)

- All year groups will return on **Thursday 10th September**, but this will be staggered throughout the morning.
 - Year 7 should report to the main yard **at 8.55am (report to Year 7 entry point)**.
 - Year 8 should report to the main yard **at 9.40am**
 - Year 9 should report to the main yard **at 10.10am**
 - Year 10 should report to the main yard **at 9.10am**
 - Year 11 should report to the main yard **at 8.40am**

ALL PUPILS WILL:

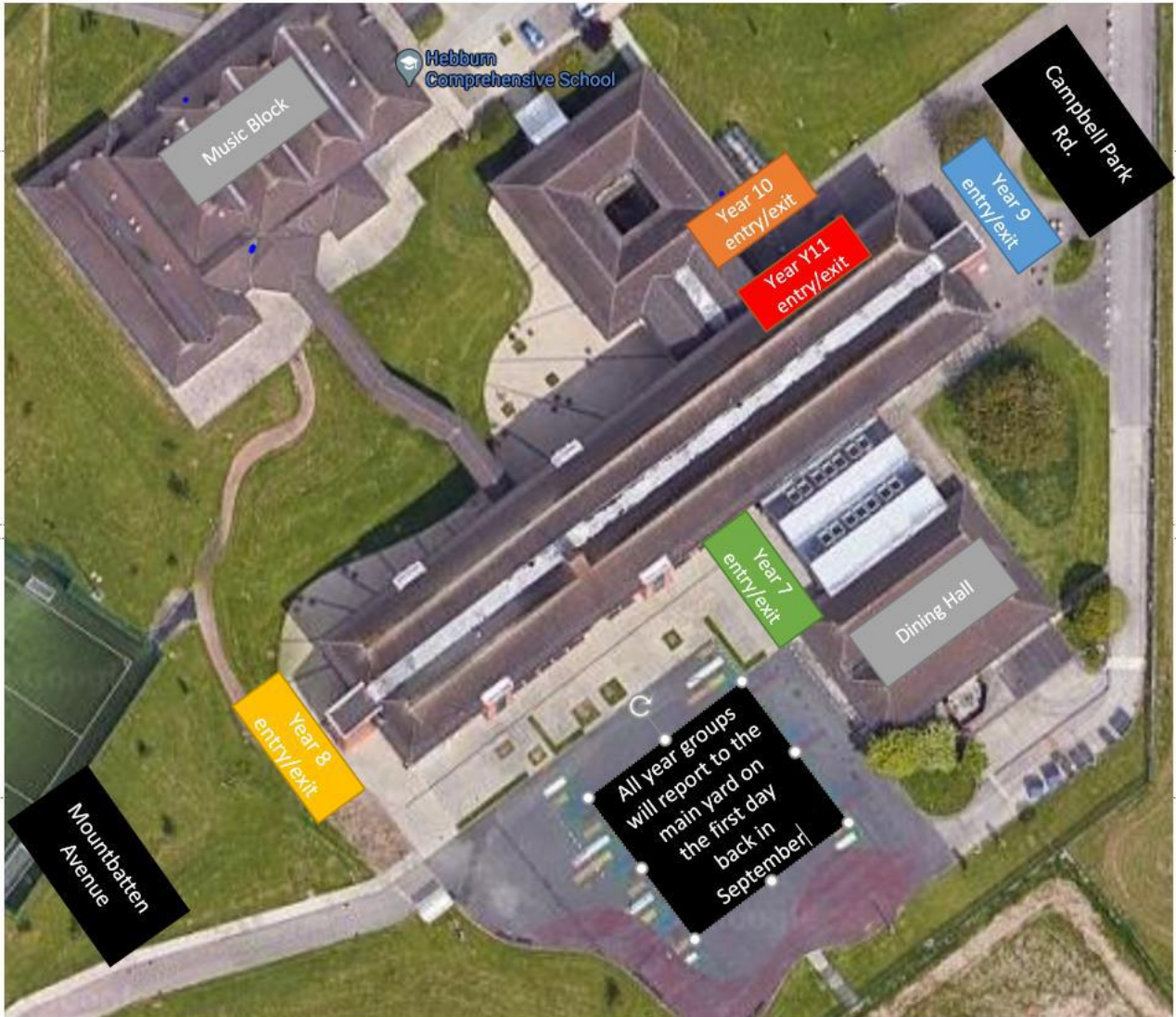
- Report to the Main Yard at the times specified above.
- Years 8 and 9 will receive a text before Thursday with their designated class. Pupils should make their way to the member of staff with the class code.
- Years 10 and 11 should look for the letter of their tutor group: Q, R, S, T etc.
- Be in full, correct uniform applicable to the first half term.
- Have all of the necessary equipment.
- Bring in a bottle of drinking water.
- Sanitise their hands on entry and as directed throughout the school day.
- Require a packed lunch. Pupils on free school meals requiring a school packed lunch should order this in advance via the school.
- Receive information about how logistical arrangements in school will work. It is important that children do not worry about remembering everything on their first day. Staff will go through information on a regular basis and the revised systems are new to everyone.
- Be dismissed at the times below:

From Friday 11 September, pupils will report to the areas below at the specified times:

ENTRY AND EXIT TIMES FOR THE FIRST HALF TERM:

YEAR GROUP	ENTRY TIME	EXIT TIME	ENTRY/EXIT POINT	STAFF DUTY
7	8.40	2.43	green	Covered Space Door
8	8.50	2.49	yellow	West End Door
9	8.45	2.46	blue	East End Door
10	8.55	2.51	orange	Atrium Entrance A
11	8.35	2.40	red	Atrium Entrance B

ENTRY/EXIT PLAN



KEY STAGE 3

- In line with government guidance, pupils in Years 7, 8 and 9 will return in year-group bubbles and will remain in the same classroom throughout the day, with the exception of break and lunchtimes, where they will go to designated yards. Teachers will move between classrooms.
 - Year 7 will be in the English corridor on Level 2
 - Year 8 will be in the Humanities corridor on Level 2
 - Year 9 will be in the Maths corridor on Level 3
- Because teaching groups in Key Stage 3 are not moving to different classrooms, pupils will not have their normal form tutor. Until the bubble principle is relaxed, a member of the year-group team will be responsible for form period at the end of the school day.

KEY STAGE 4

- Again, in line with government guidance, pupils in Years 10 and 11 will be in year-group bubbles, but they will be able to move between lessons, so they can access rooms with specialist equipment for options subjects. To ensure that there is no mixing between year groups on corridors, Year 11 will go to specific waiting areas between lessons, to allow year 10 to access classrooms first. The location of the waiting areas will be communicated to pupils when they return to school in September.
- There is a revised one-way system which must be followed at all times.

EQUIPMENT AND UNIFORM

- Expectations for school uniform and equipment can be found via the links on P.1 of this letter.
- **On days where pupils have PE, they should wear their PE kit. Dark-coloured tracksuit bottoms and/or sensible, dark-coloured sports leggings may be worn.**
- Pupils should bring their own equipment to school to avoid sharing.
- Pupils should bring in a reading book for form period.
- Bags should be placed under chairs in classrooms.
- Coats/blazers should be placed on the back of the chair.

ADDITIONAL INFORMATION

- Pupils must stay in their designated bubbles throughout the school day. There must be no mixing between year-group bubbles.
- Start times, morning break, lunchtime and finishing times will be staggered slightly, to allow us to keep year groups in their designated bubbles.
- If pupils bring in their own hand sanitiser, they must use the school's when specified.
- It would be a good idea for pupils to have a pack of their own tissues.

BEFORE SCHOOL

- Pupils should wash their hands before leaving the house.
- In line with government guidance, pupils are encouraged to walk or cycle to school.



DFE GUIDANCE:

- Everyone needs to play their part in reducing the demand for public transport. If possible, you should look for alternative transport options, especially walking or cycling.
- This will help to ensure that there is enough public transport capacity to allow those who need to use it to travel safely. It will also benefit your family's health.
- The latest guidance from South Tyneside Council on travelling to school can be found here: https://www.southtyneside.gov.uk/70413?utm_source=friendly_URL&utm_medium=all_marketing_materials&utm_campaign=schooltravel
- If you and your child rely on public transport to get to school, the safer travel guidance for passengers will apply, including the wearing of a face mask. **Please note that masks worn on public transport must be disposed of in a bin at the entry point into school or placed in a sealable plastic bag that must be put away (a sandwich bag would be best). Pupils must not wear the mask in school they have worn on public transport.** Please see the further advice set out in the section on face masks/coverings.
- Information from Nexus can be found here: <https://www.nexus.org.uk/covid-secure>

****PUPILS MUST NOT COME INTO SCHOOL IF THEY OR A MEMBER OF THEIR HOUSEHOLD HAS SYMPTOMS OF CORONAVIRUS (COVID-19)****

SCHOOL INFORMATION ABOUT TRAVELLING TO SCHOOL

- Due to limited spaces for bikes on the school site, pupils who live in Hebburn, and those in walking distance, are asked to travel to school on foot. This will allow pupils living outside of the town to travel to school by bike, rather than having to use public transport. We will be monitoring this in school.
- Whilst walking to school, pupils should be mindful of social distancing, unless members of the same household are travelling in together.

- Pupils should not walk to/from school in large groups or congregate in groups in the park or around the shops.

ARRIVAL AT SCHOOL

- Pupils should arrive at school **no more than 5 minutes before their entry time** and make their way directly to their entry point.
- Parents dropping children off should remain in their vehicle.
- It is important that pupils do not mix with other year-group bubbles.
- Pupils should not go to any other entry or exit points, so bubbles are kept separate.
- All pupils will sanitise their hands on entry into the school building and as directed throughout the school day.

BREAKFAST CLUB

- Unfortunately, Breakfast Club will not be available on return to school in September. I will communicate to parents and carers when we are able to offer this service.

DURING LESSONS

- We will be delivering a broad and balanced curriculum; however, due to current restrictions, not all lessons will be able to run in the normal way. This applies mainly to practical subjects.
- From September, in line with guidance, pupils do not need to adhere to strict social distancing within their designated bubble, but adults must, so classrooms will be set out accordingly.
- Staff will have to stay at the front of the room and will not be able to circulate the room in the normal way.
- Pupils should observe good hygiene practices during lessons, as outlined below.
- Pupils should follow the Code of Conduct set out in the 'RESPECT' document at all times, as outlined below.
- We recognise that children will be out of routine and it may take some children a little while to adjust, but any serious breaches of the behaviour policy will be treated extremely seriously.
- Bags must be placed under the desk.

KEY STAGE 4 LESSON CHANGEOVER

- There will be a revised one-way system in operation for pupils in Key Stage 4. Pupils must follow the one-way system, walking in single file.
- Year 11 will be dismissed first and must make their way to the waiting area for their next lesson. It is essential that this is done to avoid coming into contact with pupils in Year 10.

FACE MASKS/COVERINGS

- Updated guidance from the government released on 26th August 2020 does not recommend the wearing of face coverings in education settings, unless local lockdown restrictions are in place. At the time of writing, there are no local lockdown restrictions in place and the current infection rate, according to Public Health England, is not at a level that would require the compulsory wearing of face masks in school. This will be kept under review because things can change quickly.
- The school will be following the current government guidance, but we recognise that some parents may feel more comfortable if their son/daughter wears a face mask/covering in school, in order to support their return to full time education.
- Face masks may be worn in corridors. This applies mainly to years 10 and 11 because Years 7, 8 and 9 will not move between classrooms. However, there will be times during the day when pupils will have to access the corridors (within their bubble).
- Based on current health and safety guidance, face masks/coverings do not need to be worn outside at break or lunchtimes times, because pupils will be in the open air and will be told to maintain social distancing within their designated bubble. However, wearing a face mask/covering at these times is permitted.
- In line with government guidance, masks/face coverings should not be worn in classrooms, unless there is a specific need to do so. However, should parents feel more comfortable that their child wears a face mask/covering, this is permitted. **If you wish for your child to wear a face mask/covering in lessons, please email your child's Head of Learning, including your child's name, so we have a record.**
- Please note that if your child is wearing a face mask/covering, they should have at least 2, so they can be changed.
- Fabric face coverings should be washed before they are worn again in school. Disposable masks should be disposed of in the appropriate way and should not be worn again in school.

PROTOCOLS

- **When wearing a face mask/covering, pupils must still keep their distance from staff.**
- If a mask is worn in school, pupils should avoid touching the front of the mask with their hands.
- Masks should be removed using the straps only. Hands should be sanitised after handling face masks/coverings
- When the mask/covering is not being worn, it should be put away in a sealable plastic bag (a sandwich bag would be ideal).
- Pupils should not share face masks/coverings.
- Fabric face coverings should be plain or patterned with straps. They should not include any writing, logos or images. Pupils will be asked to remove face coverings that are not appropriate and will be given a disposable one, if required.
- It would be sensible for all pupils to have a face covering, in case they are required at any point in the future.
- Staff may be wearing face shields in lessons and around the school.

The school will not provide face masks/coverings

WATER FOUNTAINS



- The water fountains around school will not be in use and pupils cannot fill up bottles in the toilets.
- We are asking parents/carers to purchase a suitably sized water bottle for use during the school day.

LUNCHTIME



- We will have a reduced meals service in September. For the first 4 weeks, pupils will require a packed lunch. Pupils in receipt of free school meals will be provided with a school packed lunch, which can be ordered in advance (please see below).
- Pupils not in receipt of free school meals will be able to order a packed lunch which can be paid for via 'ParentPay', but this will not be available for the first week back. Parents will be informed when this service is available.

ORDERING A FREE SCHOOL MEAL PACKED LUNCH FOR THE FIRST WEEK BACK

- If your child is in receipt of free school meals and requires a packed lunch, **you will need to email meals@hebburn.net by 12 noon on Monday 7 September. In the email, please indicate your child's name and year group and the days they require the packed lunch. A reminder that Years 8 – 11 are only in school on Thursday and Friday of the first week.**

FURTHER INFORMATION ABOUT LUNCHTIME

- All year groups will have separate entry points and separate yards at lunchtime.
- Pupils must sanitise their hands before eating.
- **Please note that, from September, no pupils will be allowed to leave the school premises to go out into the community at lunchtime.**

BREAK TIME

- Pupils will go to their designated yard bubble at break time.
- Pupils should keep their distance and avoid any physical contact.

MAKING PAYMENTS TO SCHOOL, INCLUDING FOR MEALS



- **The school will not be accepting any cash payments in September.** Parents should register with 'ParentPay' to make payments. Payments can also be made via 'PayPoint', but parents would need to request a code from the school to set this up.
- The link to 'ParentPay' can be found here: <https://www.parentpay.com/>

TOILETS

- Year groups will be using specific toilets. This will be explained to pupils when they return to school in September.
- Pupils must sanitise their hands both before and after using the toilet.

END OF THE SCHOOL DAY

- There will be a staggered end to the day.
- Pupils must not congregate in groups at the end of the school day. They should make their way off the school site as soon as they have been dismissed.

PARENTAL MEETINGS/COMMUNICATION



- For the foreseeable future, communication with parents will be via telephone, the school app (MCAS), email and letter. **Face-to-face meetings will not be able to take place until government guidance changes**, with the exception of essential safeguarding and key worker meetings. Therefore, **parents and carers will not be able to access the school's reception area.**
- The link to My Child at School can be found here: <https://www.mychildatschool.com/MCAS/MCSParentLogin>
- Instructions on how to set up and use MCAS can be found here: <http://www.hebburn.net/wp-content/uploads/2019/10/MCAS-Parent-App-Quick-Guide.pdf>

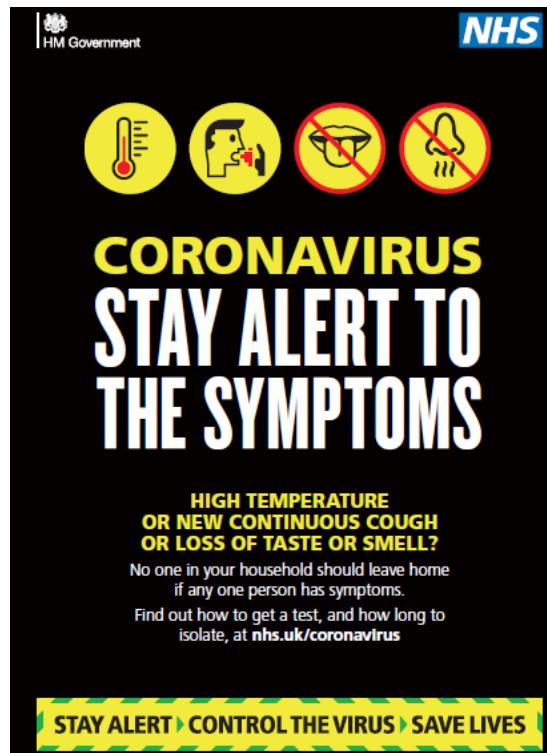
UP TO DATE CONTACT DETAILS



- For safeguarding reasons, **it is essential that we have up-to-date contact details** for all parents and carers, so we are able to get in touch in an emergency. This includes contacting you if your child comes down with any symptoms of coronavirus. We will be asking all parents to sign up to the school's app, 'My Child at School (MCAS), where the updating of contact details can be easily managed. It also enables us to communicate more effectively between home and school.
- For September, please ensure that the school has your up-to-date contact details. If this is not done via the app, you should contact the school via the office email account office@hebburn.net or by telephone on 0191 4833199. Please use: 'UPDATING MY CONTACT DETAILS' as the subject field for emails and include your child's full name, DOB and year group

REPORTING AN ABSENCE

- Attendance, for all year groups, is mandatory from September.
- In the current climate, it is essential that we have accurate details of the reason for any absences.
- You **must** contact the school on the first day of any absence, providing an explanation of the reasons for the absence, so the school is able to track and monitor this.



NHS ADVICE ON SYMPTOMS

- If pupils are displaying any symptoms of COVID-19, they should not come to school and should request a test. Please check the latest NHS guidance here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

NHS ADVICE ON TESTING

- Latest information about how to get a test can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

NHS ADVICE ON SELF-ISOLATING

- Latest NHS guidance for self-isolating can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

CLEANING AND HYGIENE PROTOCOLS

- We will be following guidance from Public Health England on regular cleaning and good hygiene practices, including:
 - regular hand sanitising;
 - following the principles of ‘Catch it, Bin it, Kill it.’;
 - following recommended good coughing and sneezing etiquette;
 - having toilets and surfaces cleaned regularly throughout the school day.

CATCH IT 
Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

BIN IT 
Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

KILL IT 
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



COVER UP **COUGHING AND SNEEZING**

-  • Turn your head away from others
• Use a tissue to cover your nose and mouth
-  • Drop your tissue into a waste bin
-  • No tissues? Use your sleeve
-  • Clean your hands after discarding tissue using soap and water or alcohol gel for at least 15 seconds



****IMPORTANT****

- Pupils must keep their distance from staff.
- Pupils must not invade another person's personal space.
- Pupils must avoid physical contact with others.
- Good hygiene etiquette should be followed at all times.
- Pupils must 'RESPECT' the school's Code of Conduct at all times. It is essential that all members of the school community feel safe in school. There will be serious consequences for anyone who puts the health and safety of others at risk.

CODE OF CONDUCT

R

Respond politely to all requests and instructions.



E

Everyone's feelings must be considered.

S

Speak to everyone in our school community in a polite and courteous way.

P

Pride should be taken in our uniform and in our learning.

E

Excellence at all times.

C

Clean up after ourselves and look after our school.

T

Treat others as we would wish to be treated.

learn • achieve • aspire • succeed

We can't wait to welcome back all year groups in September.

Have a safe end to the summer.

David Thompson
Head Teacher

Website: <http://www.hebburn.net/>

Facebook: <https://www.facebook.com/hebburncomprehensiveschool/>

Twitter: https://twitter.com/hebburn_comp