



Hebburn Comprehensive School

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Head Teacher: Mr D R Thompson

DRT/KM

16 July 2020

Dear Parent/Carer

I hope you are safe and well.

As you will appreciate, it has been an incredibly challenging term but, as you may have seen on our social media pages, it has also been a very productive term, with pupils continuing to produce excellent work and make a huge effort to get involved in school life in a positive way.

I would like to congratulate those pupils in Year 10 who have been attending school since 15th June for the positive and resilient attitude they have displayed in lessons. Throughout the 5 weeks, we have delivered lessons in English, Maths, Science and the full range of options subjects.

Please note that the school will be closed to pupils for the duration of the summer holidays, with year groups returning on the dates outlined below.

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		



learn | achieve | aspire | succeed

STRUCTURE OF THE SCHOOL DAY IN SEPTEMBER

Year 7	Registration 8:40aam - 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						Period 4 12:30 – 1:30				
Year 9							Lunch 30m			
Year 10							Period 4 12:00 – 1.00	Lunch 30m		
Year 11										

INFORMATION ABOUT SCHOOL UNIFORM AND EQUIPMENT FOR SEPTEMBER

- Information about school uniform for the first half term can be found [here](#)
- Information about school uniform from the 2nd November can be found [here](#)
- Information about equipment required for September can be found [here](#)

ARRANGEMENTS FOR RETURNING TO SCHOOL IN SEPTEMBER

I realise that parents and carers will want an update about all pupils returning in September. I must point out that we are still waiting for specific risk assessment information from the Council and Public Health England, so all plans are provisional until the overall risk assessment has been ratified by the Governing Body, the Health and Safety team at the local authority and trade unions. This ratification will take place over the summer holidays, so I will be writing to parents and carers again at the beginning of Week 6 of the summer holidays, via the school website, with more detailed information. There are almost 8 weeks until children return to school and government guidance could change during that period.

PROVISIONAL PLANNING FOR SEPTEMBER

(MORE DETAILED INFORMATION TO FOLLOW BEFORE SEPTEMBER)

- **Monday 7th and Tuesday 8th September** will be staff training days.
- Year 7 **only** will return on **Wednesday 9th September**. Some pupils in Year 6 have not had the opportunity to visit the school and normal transition arrangements have not taken place, so it is important that pupils in Year 7 have a smooth and settled start to the year.
- All year groups will return on **Thursday 10th September**.
- 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
- Again, in line with government guidance, pupils in Years 10 and 11 will be able to move between lessons, but they must keep their distance from staff and adhere to all health and safety protocols.

- Pupils must stay in their designated bubbles throughout the school day.
- Start times, morning break, lunchtime and finishing times will be staggered slightly.

Provisional entry and exit times for the first half term:

YEAR GROUP	ENTRY TIME	EXIT TIME	ENTRY/EXIT POINT	STAFF DUTY
7	8.50	2.48	green	Covered Space Door
8	8.47	2.46	yellow	West End Door
9	8.44	2.44	blue	East End Door
10	8.41	2.42	orange	Atrium Entrance A
11	8.38	2.40	red	Atrium Entrance B

Pupils will be directed to entry points on the first day back. Year 7 will be given advance notice of where they need to report to on their first day.

- Pupils should arrive at school no more than 5 minutes before their entry time.
- Due to current restriction, not all lessons will be able to run as normal. This applies mainly to practical subjects. More information will be shared with pupils and parents when we return in September.
- 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.
- Lessons in classrooms will be delivered in a slightly different way. All pupils will have to face the front of the classroom and remain a safe distance away from the member of staff. Staff will have to stay at the front of the room and will not be able to circulate the room in the normal way.
- All year groups will have separate entry points and separate yards for break and lunchtimes. **Please note that, from September, no pupils will be allowed to leave the school premises at lunchtime.**
- There will be a revised one-way system in operation for pupils in Key Stage 4. This will be explained to pupils in September.
- We are advising that parents/carers purchase a suitably sized water bottle for use during the school day because the water fountains will not be in use.
- We will have reduced meals service in September. It is highly likely that pupils will require a packed lunch at the start of term, with provision in place for those children in receipt of free school meals. I will confirm arrangements after my meeting with the catering service in August. We are going to review the Public Health information at that time, which is sensible, given the constant changing picture.
- At the meeting, we will also be reviewing Breakfast Club arrangements. Given the logistical complexities, it may not be possible to run the Breakfast Club initially. Parents should work on the assumption that it isn't going to be in place, but we will be examining potential solutions.
- **The school will not be accepting any cash payments from 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.
- As with current arrangements for pupils in Year 10, we will be following guidance from Public Health England on regular cleaning and good hygiene practices, including regular hand sanitising, following good coughing and sneezing etiquette and having toilets and surfaces cleaned regularly throughout the school day.
- For the foreseeable future, communication with parents will be via telephone, the school app, email and letter, because face-to-face meetings will not be able to take place until government guidance changes. Therefore, parents and carers will not be able to access the school's reception area.
- For safeguarding, it is hugely important that we have up-to-date contact details for all parents and carers, so we are able to get in touch in an emergency. 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.
- There will be no extra-curricular clubs.

- It is essential at all times, but particularly under current circumstances, that we have the highest standards of behaviour in all areas of the school at all times. The health and safety of everyone in the school community are of paramount importance. There will be serious sanctions imposed for anyone that puts the safety of others at risk.
- Due to limited spaces for bikes on the school site, pupils that live in Hebburn, and those in walking distance, are asked to travel to school on foot. This is to allow pupils living outside of the town to travel to school by bike, rather than having to use public transport.

The school has remained open throughout the lockdown period, including the Easter and May half term holidays. The pastoral team has been in regular contact with parents, and the school has continued to provide both electronic and paper-based work throughout the period of school closure.

I would like pay tribute to our fantastic staff team, who have worked tirelessly to provide the highest standard of education to our pupils, in the most challenging of circumstances. It is a privilege to work with such a dedicated team of professionals. Throughout the lockdown, the staff of the school have willingly gone the extra mile to ensure the very best for our pupils.

I would also like to thank parents and carers for their ongoing support, their understanding of the challenges the school has faced during the lockdown period and for all of the positive feedback we have received about the standard of education we have continued to provide throughout the lockdown.

In the most challenging of circumstances, we have pulled together as a school community, which I am immensely proud of and grateful for.

We look forward to seeing all year groups again in September.

I will post further information on the school website during the 6th week of the summer holidays.

Have a safe summer.

Yours sincerely



Mr D R Thompson
Head Teacher