

Dear Parent/Carer

I am writing to confirm arrangements for our new Year 7 intake in September. Due to COVID testing, there will be staggered start to the academic year. Pupils in Year 7 will have their first COVID test on Tuesday 7 September. All pupils will receive their second test 3-5 days after the first one. For the first test, pupils should report to the Dining Hall, via the Main Yard.

YEAR GROUP	FIRST LATERAL FLOW TEST	RETURN TO SCHOOL
7 (+Year 11 prefects)	Tuesday 7 September	Wednesday 8 September
8	Thursday 9 September	Friday 10 September
9	Wednesday 8 September	Thursday 9 September
10	Thursday 9 September	Friday 10 September
11	Wednesday 8 September	Thursday 9 September

Key Dates

- Monday 6 September is a staff training day, meaning that the school is closed to pupils.
- We will be testing Year 7 pupils (those with consent) on **Tuesday 7 September**.
- Our new Year 7 intake start school **at 8.40am on Wednesday 8 September**. They will be the only pupils in school that day, with the exception of Year 11 prefects. Pupils should report to the Main Yard at **8.35am**, where they will be met by Mr Moore, Miss Hood, Mrs Moore, Mrs Bingham and form tutors. School will finish at the normal time of **2.45pm**. We will be sending a text to parents and carers in advance of Wednesday with details of tutor groups.

On the first morning, pupils will have their first assembly, will be organised into tutor groups and will receive their timetables. We understand that it will take pupils a little while to get used to new systems and routines. There will be a tour of the school on the first day and teachers and Year 11 prefects will be on hand to support pupils throughout their first week. One of the things that can take a little time is getting used to the new day structure, which is outlined below. From September, pupils will no longer be in 'bubbles' and will move around the school, from lesson to lesson, as normal.

DAY STRUCTURE FOR SEPTEMBER

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

Pastoral Structure

At Hebburn Comprehensive, we have a year-group pastoral structure, as outlined below. Over the first couple of days, pupils will be placed into their tutor groups, which are different from academic groups. For the first term, pupils will be in provisional academic groupings. Following the first assessment in November, we will move children into sets.

Year	Key Stage	Head of Learning	Intervention Manager	Head of Key Stage	Senior Leadership Link
7	3	Mrs C Moore	Mrs R Bingham	Miss J Hood	Mrs S Burdis
8		Miss J Shield	Mrs E McDevitt		
9		Mr C Mulley	Miss S Woodcock		
10	4	Mrs E Armstrong	Miss J O'Brien	Mr N Chambers	
11		Mrs L Fawcett	Miss M Simpson		

In the first instance, any queries or concerns should be directed to Mrs Moore or Mrs Bingham,. More serious issues may be dealt with by the Head of Key Stage or the Senior Leadership Team. Parents and carers are asked to be mindful that we are a busy school and it may not be possible to speak to a member staff immediately or on the same day. However, we will endeavour to get back to you as quickly as possible. Parents/carers should not come into school without a pre-arranged appointment. If you would like to arrange a meeting, please do this by contacting the school on 0191 4833199.

Expectations

Important information about the school's expectations of behaviour, attendance and school uniform can be found in the policies section of our website, at: www.hebburn.net. Please take time to read through the documentation. Pupils should be in full, correct school uniform at all times. Parents are asked to note the update to the policy on footwear from this September. If there are any issues relating to behaviour, punctuality, attendance or uniform/equipment, members of the pastoral team will contact home.

- Equipment list for 2021-2022 can be found here: <https://bit.ly/3ziv17q>
- Uniform list for 2021-2022 can be found here: <https://bit.ly/2UZu6tA>

Lunchtime

The lunch period for pupils in Year 7 is from **12.30 until 1.00 pm**. For the first half term, Year 7 will be dismissed ten minutes early to facilitate their passage through the Food Court. A two-course meal is currently priced at £2.20. Children in receipt of free school meals will have the value of the meal credited to their accounts on a daily basis.

We operate a cashless catering system which recognises children by fingerprints. Throughout the first couple of days, all pupils in Year 7 (with consent) will be registered on the school's biometric database. This is the quickest and most secure way of paying for school lunch. Pupils can 'top-up' their accounts using the machines in the Food Court and in the Technology corridor on Level 1. Alternatively, lunch, as well as payments for school trips, can be made via 'ParentPay', accessible from our website. For the initial registration, parents/carers will require an activation code. We will be issuing letters containing codes on Tuesday 7 September, as this can't be done until children are officially on roll on 6th September.

Please note that pupils in Year 7 must remain on site over the lunch period. If you have a specific reason for wanting your child to go home for their lunch, please contact your child's Head of Key Stage or Head of Learning to discuss the matter.

There will be further information shared with pupils over the course of the first week.

Concerns

Please contact the school, Mrs Moore or Mrs Bingham, in the first instance, if you have any queries or concerns about your child's transfer on 0191 4833199, from Monday 6 September.

I am really looking forward to meeting our new Year 7 pupils in September and would like to take this opportunity to wish everyone a happy and successful five years at Hebburn Comprehensive.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'D Thompson', with a long horizontal flourish extending to the right.

David Thompson
Head Teacher