



Hebburn Comprehensive School

Campbell Park Road, Hebburn, Tyne & Wear, NE31 2QU

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Head Teacher: Mr D R Thompson

DRT/SR

26 August 2022

Dear Parent/Carer,

I am writing to confirm arrangements for our new Year 7 intake in September.

Key Dates

- Monday 5 and Tuesday 6 September are staff training days, meaning that the school is closed to pupils.
- Our new Year 7 intake start school **at 8.40am on Wednesday 7 September**, along with pupils in Year 11. Pupils in Year 7 should report to the Main Yard for **8.35am**, where they will be met by the Year 7 pastoral team. Year 7 pupils will finish at **2.00pm** on Wednesday 7 September. Thereafter, pupils will finish at the normal time of 2.45pm.

On Wednesday 7 September, pupils will have their first assembly, they will be organised into academic groups and will receive their timetables. We understand that it will take pupils a little while to get used to new systems and routines. Teachers and Year 11 prefects will be on hand to support pupils through their first week.

Pastoral Structure

At the school, we have a year-group pastoral structure. In the first instance, any queries or concerns should be directed to Mrs Fawcett or Mrs Bingham. More serious issues may be dealt with by the Head of Key Stage, Miss Hood, or the Senior Leadership Team. For the first term, pupils will be in provisional academic groupings. Following assessments in November, we will move children into sets.

Parents and carers are asked to be mindful that we are a very 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 on our website, at www.hebburn.net. The 'Parents' section of the website contains lots of useful information about the day-to-day running of the school.

Lunchtime

The lunch period for pupils in Year 7 is from **12.45 until 1.15 pm**. For the first half term, Year 7 will be dismissed early to facilitate their passage through the Food Court. A two-course meal is currently priced



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at £2.20. Children in receipt of free school meals will have this value credited to their account daily. If your child is entitled to free school meals, please ensure that you have filled in the form that was sent out, as the Council will need to check eligibility. This is required when children move through different phases of education. An example of the school lunch menu, including prices, can be found on our website.

We operate a cashless catering system which recognises children by fingerprint. 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 Wednesday 7 September, as this can't be done until children are officially on roll.

Please note that pupils in Year 7 must remain on site over the lunch period. If you wish for your child to go home for lunch, please contact Miss Hood, Head of Key Stage 3. Please note that this is the only circumstance in which we shall allow children to leave the premises during the lunch period.

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

Concerns

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

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

Yours sincerely,



David Thompson
Head Teacher