

# HEBBURN

Comprehensive School



## PUPIL HANDBOOK



#HEBBURNHERO

WORK HARD

BE KIND

ASPIRE

#AIMHIGH

#TEAMHEBBURN



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# INTRODUCTION

## OUR VISION FOR YOU

At Hebburn Comprehensive, we have a shared vision to work together to be the very best we can be. Our school motto of **'Work Hard, Be Kind, Aspire'** is at the heart of all we do. If you fully embrace this, you will thrive in school and have a very bright future ahead of you.

## OUR MISSION

As well as our shared vision, **our mission is that all pupils leave school with exceptional outcomes and develop good moral principles.** We will encourage you to aspire to go to university or a challenging alternative, such as a higher-level apprenticeship. If you embody our core values and strive to do your best each day, you will be highly employable when you leave school.

## OUR CORE VALUES

At Hebburn we **ASPIRE** to be the very best we can be. We aim high in all we do and we take our future seriously. The principles of our core values must be followed at all times. We must all work together to create a harmonious school community where everyone feels safe and happy and everyone is able to achieve their full potential.

#TEAMHEBBURN



# ASPIRE

#workhard

#bekind

#aspire

**WORK HARD.  
BE KIND.  
ASPIRE.**



**A**MBITIOUS

We aim high in all we do.

**S**UPPORTIVE

We treat each other with kindness and compassion.

**P**ROUD

We take pride in our work, uniform, attendance and punctuality.

**I**NCLUSIVE

We celebrate differences and champion diversity.

**R**ESPECTFUL

We are always polite and show respect to others and our building.

**E**QUIPPED

We are always ready and equipped for learning.



# OUR CODE OF CONDUCT



## HCS Code of Conduct



All pupils at Hebburn Comprehensive must follow our Code of Conduct:

I will always **WORK HARD** by:

- **Trying my hardest**, even when I find things difficult.

I will always **BE KIND** by:

- Ensuring my behaviour is always **calm, respectful and safe**.
- **Being inclusive**: celebrating differences and championing diversity.
- **Being supportive**: treating all members of our school community with kindness and compassion.
- **Being respectful**: always being polite and showing respect to others and our building.
- Being **warm, welcoming and friendly** at all times.

I will always **ASPIRE** to be the best I can be by:

- **Being ambitious**: aiming high in all I do.
- **Being punctual**: arriving at school and to lessons on time and moving around the school with pace and purpose.
- **Being equipped**: always having my full equipment and learning pack.
- **Being proud**: taking pride in my work, uniform, attendance and punctuality.



**"There is no magic to achievement. It's really about hard work, choices, and persistence."**

**– Michelle Obama**



# THINGS WE WILL **NOT** TOLERATE @ HCS

**BULLYING OF  
ANY KIND**

**RACISM  
AND SEXISM**

**HOMOPHOBIA /  
TRANSPHOBIA**

**FOUL/ABUSIVE  
LANGUAGE**

**BEING  
UNKIND**

**DISRUPTION  
TO LEARNING**

**ANY BEHAVIOUR THAT  
ENDANGERS THE HEALTH  
AND SAFETY OF OTHERS**

# STEPS

## BEING POLITE

Good manners are extremely important. To ensure a harmonious environment, as well as saying 'good morning' and 'good afternoon' when we enter school, we also follow **STEPS**.

WE  
STEP  
UP!

S

SMILE

P

PLEASE

E

EXCUSE ME

T

THANK YOU

S

SIR / MISS

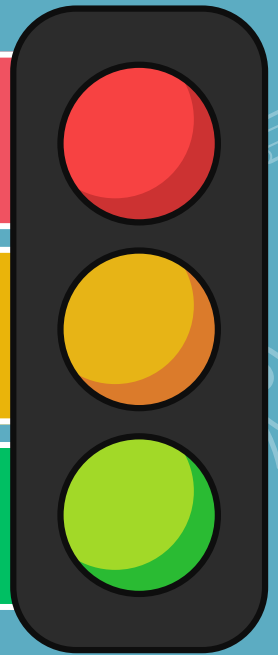
# ATTENDANCE

Attendance	Days Missed	Hours of Lost Learning
100%	0 days	0 hours
97%	6 days	30 hours
95%	9 days	50 hours
90%	19 days	100 hours
85%	29 days	150 hours

**DANGER ZONE**  
Below 91%

**AT RISK ZONE**  
92% - 96%

**SAFETY ZONE**  
97% and above



**IMPORTANT**

Pupils **MUST** be on the yard and ready for line-ups before 8:30.



**SCHOOL TARGET:**  
**97%**

## BE AN ATTENDANCE HERO

**HERE**  
**EVERY DAY**  
**READY**  
**ON TIME**



# THE SCHOOL DAY

<b>8.00 - 8.20</b>	Free Breakfast Club in the Dining Hall
<b>8.30 PROMPT - 9.00</b> Pupils should be on site for 8:20-8:25	Line-ups / Morning Meeting (Year II: Morning Mastery)
<b>9.00 - 10.00</b>	Period 1
<b>10.00 - 11.15</b>	Period 2 and Break <ul style="list-style-type: none"> <li>• Break #1 @ 10am (Years 7 and 10)</li> <li>• Break #2 @ 11am (Years 8, 9 and 11)</li> </ul>
<b>11.15 - 12.15</b>	Period 3
<b>12.15 - 1.45</b>	Period 4 and Lunch <ul style="list-style-type: none"> <li>• Lunch #1 @ 12.15pm (Years 10 and 7)</li> <li>• Lunch #2 @ 12.45pm (Year 9)</li> <li>• Lunch #3 @ 1.15pm (Years 8 and 11)</li> </ul>
<b>1.45 - 2.40</b>	Period 5
<b>2.45 - 3.00</b>	Afternoon Meeting and Exit (Year II: Afternoon Mastery)
<b>3.00 -</b>	Study Support

**"Education is the most powerful weapon which you can use to change the world."**

**– Nelson Mandela**



# MORNING ENTRY

## BEFORE SCHOOL

08:00

A free Breakfast Club is available from 8am in the Dining Hall. The library is also open from 8am for pupils who would like to read and study.

## LINE UPS

08:30

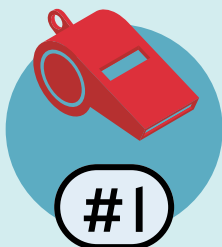
The school day starts with year group line-ups. You must be on the yard for 8:30am prompt. It is extremely important to get into good habits. Employers look for people who are reliable and punctual.



## MORNING ENTRY

At Hebburn Comprehensive, we line up in single file and in silence. To ensure the line is straight we stand on the grid on the yard. We do all of this to ensure a calm and settled entry into school, where the focus is on learning and ensuring we make a good start to the lesson.

There are 3 whistles at the start of line-ups that we must follow:



Walk with pace and purpose to line-up position with Learning Packs ready.



Silence

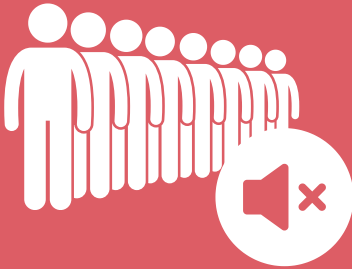


Signal for Entry

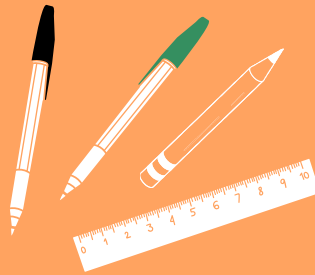
When the 3rd whistle goes, we walk silently in single file to our entry door, making our way to the lesson in silence with pace and purpose.

# MORNING & AFTERNOON MEETINGS

## In Morning meetings, we...



**Enter in silent  
single file.**



**Get our basic  
equipment out.**



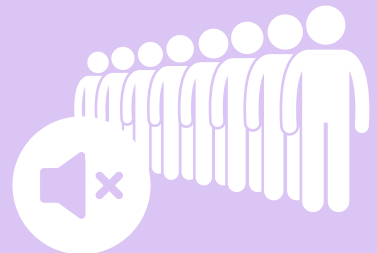
**Complete retrieval  
tasks silent and solo.**



**Learn more about  
our core values.**



**All take part in  
appreciations.**



**Leave in silent  
single file.**

## In Afternoon Meetings, we...



**Review our learning  
for the day.**



**Set targets for the  
day/week ahead.**



**Develop our  
reading skills.**

# LESSONS @ HCS

## ENTERING THE CLASSROOM

- ✓ We get our basic equipment out of our Learning Pack
- ✓ We start lessons with a silent and solo 'DO NOW' task



## 3, 2, 1, STAR STUDENTS

At HCS we want our pupils to be STAR learners to ensure everyone gets the most out of their lessons. This means we:

- S**top, sit up straight in silence
- T**rack the speaker or text
- A**nswer questions in full sentences
- R**eady and focused on learning



## WRITTEN WORK



- P**en (all written work in black or blue pen)
- R**uler (to draw straight lines & rule off work)
- O**ops (one straight line through a mistake)
- U**nderline (the date and title with a ruler)
- D**raw (diagrams and illustrations in pencil)

## ATTITUDE TO LEARNING

- ✓ We pay attention at all times
- ✓ We work hard
- ✓ We aim high
- ✓ We are polite
- ✓ We are kind
- ✓ We do not interrupt



## EXITING THE CLASSROOM



- ✓ We pack up sensibly
- ✓ We leave in silence and in single file
- ✓ We carry our Learning Packs

# CLASSROOM CONSEQUENCES

Our behaviour system is really clear and is designed to ensure that all pupils can work and learn in a disruption-free environment. At Hebburn Comprehensive, we are passionate about your education and we will not accept any interruptions to your learning. If you follow the behaviour policy, you are unlikely to ever receive a sanction. All pupils should be on time, on task and following our core values at all time.

**C1**

Verbal warning

Your chance to make things right and avoid a detention.

**C2**

Detention

If you are issued a detention, you must attend it. Failure to do so will result in an escalation of the consequence system. To avoid detentions, avoid getting C2s.

**C3**

BSR referral

If you receive a C3, you will be sent to the BSR.

You must go to the BSR without hesitation. You may be placed in the BSR for other reasons, for up to one week.

In the BSR, you must hand in your phone and work in silence. If you refuse to go to the BSR when instructed, there will be an escalation of consequences.

# DETENTIONS

If you are issued a detention, you must attend it. Failure to do so will result in an escalation of the consequence system. To avoid detentions, avoid getting C2s.



## THE BSR

- ! If you receive a C3, you will be sent to the BSR. You must go there without hesitation.
- ! You may be placed in the BSR for other reasons, for up to one week.
- ! In the BSR, you must hand in your phone and work in silence.
- ! If you refuse to go to the BSR when instructed, there will be an escalation of consequences.



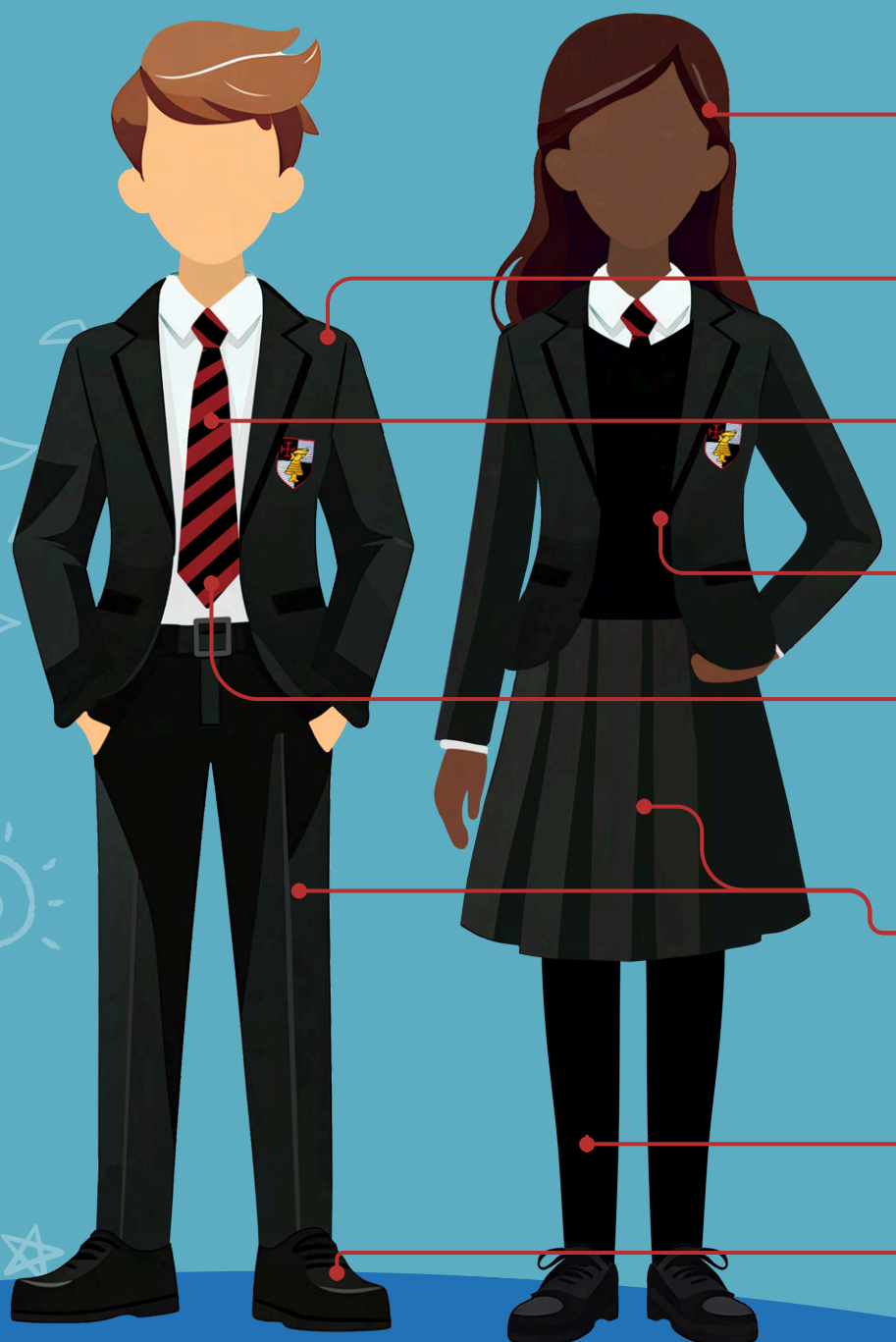


# OUR UNIFORM

At Hebburn Comprehensive, we want everyone to take pride in their appearance. To do this, everyone must follow our uniform expectations:



If you arrive at school in incorrect uniform, you will receive a C2 detention and will be provided with spare uniform to wear. If you refuse to wear the uniform provided, you will be sent to the BSR.



If worn, hijabs / head scarves must be black. Pins / clips should be dark in colour and understated.

Black blazer with new school badge. Blazers must be worn at all times.

School tie (normal or clip-on) to be worn at all times.

(**OPTIONAL**) Plain black v-neck jumper (hoodies, sweatshirts or branded jumpers are not allowed).

Plain, logo free, white shirt tucked into trousers or skirt. Top button fastened.

Plain, full length formal black school trousers **OR** a permanent pleated knee-length black skirt. No other types of skirt can be worn.

Note: leggings / jeggings, flared, denim and 'skinny' fashion trousers are not allowed.

Plain black tights must be worn with a skirt.

Smart all-black formal shoes (no trainers, plimsolls, boots or brand logos).

❌ Outdoor coats must be removed before entering the building.

❌ No piercings or jewellery (except a wristwatch)

**JEWELLERY MUST BE REMOVED BEFORE LINE-UP.**

❌ No hoodies / sweatshirts in place of a v-neck jumper or tracksuit bottoms in place of school trousers.

# PE KIT

## ESSENTIAL PE KIT



(**OPTIONAL**) Pupil initials can be added to the PE top for an additional £1

School-approved black and red PE top with school badge.

Black shorts **OR** black leggings

Note: Leggings must be the school-approved design from our school supplier (featuring the school badge)

Red sport socks

Trainers

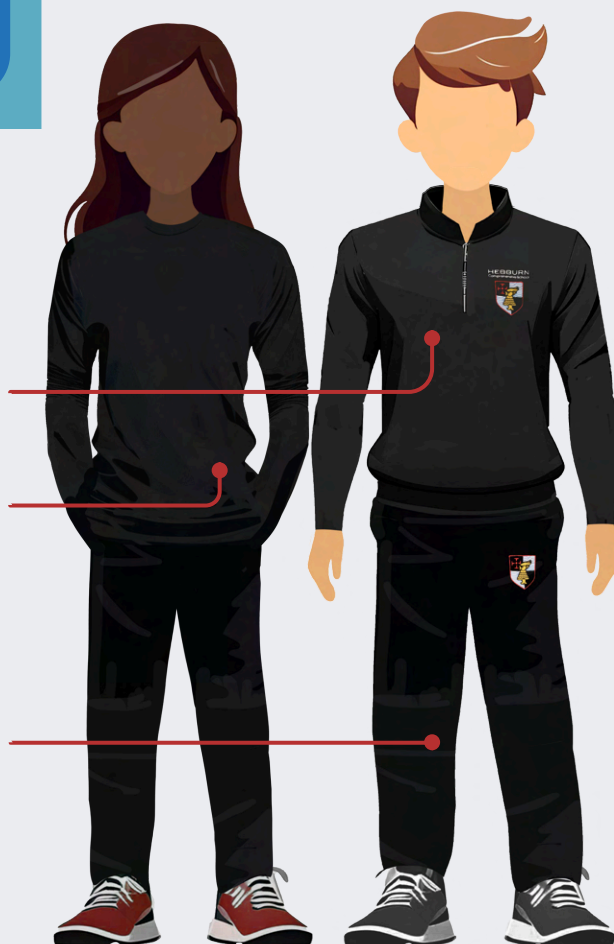
## OPTIONAL PE KIT

Plain black quarter-zip top

Plain black long sleeve performance top  
(**OPTIONAL**) Pupil initials can be added to for an additional £1 when purchased from the school supplier

Black training pants / black tracksuit bottoms  
**OR** black skort (skirt with in-built shorts)

Note: skort can only be worn during PE  
- not as regular school uniform.








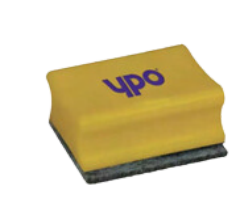




# LEARNING PACKS

To ensure that we have no disruptions to learning, all pupils must carry their learning pack with them around school at all times.

## LEARNING PACK EQUIPMENT

You must have these items with you at all times in school:

				
A3 Wallet	Black Pen	Green Pen	Pencil	Ruler
				
Whiteboard	2 Board Pens	Board Rubber	Exercise Book	Timetable

- ❗ Learning packs must be carried **SENSIBLY AT ALL TIMES** around the building.
- ❗ You must place your **black pen, green pen, pencil and ruler** on your desk as soon as you enter the classroom.
- ❗ You **MUST NOT** deliberately damage or deface your learning pack.
- ❗ You will be issued with a C2 equipment detention if you do not have your learning pack / basic equipment.
- ❗ You **MUST NOT** leave your learning pack behind in classrooms.
- ❗ Basic equipment can be purchased from the school shop:
  - Black Pen / Green Pen / Pencil: 20p
  - Small Ruler: 20p / Large Ruler: 50p

# OTHER BASIC EQUIPMENT

## ADDITIONAL BASIC EQUIPMENT



A Reading Book  
(from home or our library)



A School Bag  
(big enough to carry an A4 folder, your books and PE kit)



A Refillable Water Bottle  
 ✓ Water only  
 ✗ No energy / fizzy drinks

## OPTIONAL EQUIPMENT

The items below can be added to your learning pack, but they are **OPTIONAL**:



Pencil Sharpener



Eraser



Protractor



Coloured Pencils



Scientific Calculator  
(preferably Casio FX-83GTX or FX-85GTX)



Glue Stick



Highlighter

# MOBILE PHONES

**SWITCHED OFF  
& OUT OF SIGHT  
AT ALL TIMES**



Mobile phones must be turned off and away at ALL TIMES.

If your mobile phone is seen, it will be confiscated and taken to the school office and you will receive a sanction.

Refusal to hand over your phone will result in an escalation of the consequence system.

If there are repeated issues, you will be asked to hand in your phone at the start of the day, or asked to leave it at home.

School accepts no responsibility for the security of mobile phones.





# CORRIDORS & SOCIAL TIME

All social areas must be **CALM, RESPECTFUL AND SAFE.**

## ON CORRIDORS, WE MUST:

- ✓ Be calm, respectful, safe
- ✓ Be in full school uniform, including blazer (no outdoor coat or hoodie)
- ✓ Carry our Learning Pack sensibly in our hands (not swinging)
- ✓ Make our way with **pace and purpose** to our next lesson via the quickest route

## IN DINING AREAS, WE MUST:

- ✓ Queue sensibly
- ✓ Sit sensibly
- ✓ Clear away sensibly

## IN THE YARDS, WE MUST:

- ✓ Behave sensibly
- ✓ Be kind to others
- ✓ Stay off the grassed areas and steps
- ✓ Not take any food or drinks outside





# REWARDS & RECOGNITION

At Hebburn Comprehensive, we make sure to reward and acknowledge excellent effort, behaviour and attitude by awarding merits. These merits lead to certificates and badges. Merit points can also be spent in our Merit Shop.

## MERIT AWARDS

Merit certificates and badges are awarded when you reach the following number of merits:



## SUBJECT BADGES

Each term, departments award two pupils in each year group a subject badge to wear on their blazer. This is to recognise the outstanding effort these pupils have displayed in their subject and should be worn with pride.



## PRAISE POSTCARDS

Praise postcards are awarded by staff for excellent work, outstanding effort and good attendance. We also give out 'Hebburn Hero' cards whenever we catch pupils being kind or demonstrating good citizenship in school.



# EXTRA-CURRICULAR

There are a wide range of free clubs and after-school activities that pupils are encouraged to join, including:

REVISION

FOOTBALL

ATHLETICS

SAMBA

SCIENCE CLUB

LIBRARY

SCHOOL MUSICAL

CHESS

PUZZLE CLUB

HOMEWORK CLUB

DODGEBALL

AND  
MANY  
MORE!

# OUR LIBRARY

## LIBRARY OPENING TIMES

Our school library is an inclusive space for all members of our school community, where you can read, study and complete homework. It is open to all pupils before and after school from 8am-4pm.

To ensure all pupils have the opportunity to access the library during the school day, we have set days/time for year groups to visit at break and lunch. You can find more information on the library noticeboard.

## BORROWING BOOKS

All pupils at Hebburn Comprehensive are able to borrow books from our school library. Books are loaned out for two weeks and must be returned on time. If you need a book for longer, it can be renewed at the check-out desk.

If you lose or damage a book, your parent/carer will need to replace it or pay a replacement fee on ParentPay. Remember: if you borrow a book from the library, it is your responsibility to take care of it and return it in on time and in good condition.

## SENIOR (Y9+) FICTION

Some of the books in our library are aimed at older readers age 14+. These books have a “Y9+” sticker printed on their spine, and pupils in Years 7 and 8 will need parent/carer permission to borrow these books. If you would like to read books from our senior fiction collection, please ask your parent/carer to complete the permission form on our website.

# HOMework

Pupils in KS3 receive 3 types of homework that need to be completed each day:



## RETRIEVAL

Retrieval homework is to be completed in preparation for the next day's Morning Meeting and is on a subject rota.

You will green pen mark your retrieval task the next day in Morning Meeting.



## ONLINE

You are expected to complete 20 minutes of online homework for Science, Maths, MFL, Geography / History and English.

Please read the timetable below to see which homework to do each day.



## READING

Research shows that reading for just 20 minutes each day improves your chances of getting good grades.

That's why every pupil at HCS is required to read every day. This can be a book from home, or one from our library.



## ONLINE HOMEWORK TIMETABLE

MON	TUE	WED	THU	FRI
Seneca (Science)	Languagenut (MFL)	Sparx (Maths)	Seneca (Geog / Hist)	Tassomai (English)



Your teachers may set other homework from time to time, but you will be given longer to complete this. Pupils in KS4 will be set homework and revision by their class teachers.



# BE A HEBBURN HERO

