



**HEBBURN**  
Comprehensive School  
WORK HARD | BE KIND | ASPIRE

**WORK HARD  
BE KIND  
ASPIRE**

# Family Handbook

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# ENSURING THE BEST FOR ALL CHILDREN

At Hebburn Comprehensive, we recognise that, for each child's learning and progress to be maximised, and for their happiness to be assured, school and home must form a close, supportive and effective partnership.

The aim of this booklet is to enable parents and carers to support the school in its mission to provide a high-quality education for all pupils.

Research shows that, where both school and parents give the same consistent messages about high standards and high expectations, children thrive.

In order to realise our vision, it is important that parents and carers fully support the school's vision, which is to provide a first-class education for all pupils.

It is important to note that the contents of this handbook are policy, as set out by the Governing Board. More detailed information on all of our policies can be found on our website at [www.hebburn.net](http://www.hebburn.net)



## OUR VISION

At Hebburn Comprehensive, we have a clear vision. Our school motto of 'Work Hard, Be Kind, Aspire' is at the heart of all we do. If we all fully embrace this, children will thrive at our school and will have a very bright future ahead of them.



Our vision is to have **a harmonious community** where the emphasis for all is on **learning and achievement**, where pupils feel **safe and happy** and where **a culture of success and ambition** is embedded and celebrated throughout the school and wider community. We aim to raise the **aspirations** of all our young people, inculcating a **respect for one another** and for the values of **learning, citizenship and tolerance**. Through challenge, partnership and support, we aim to **raise standards of achievement** further; create a genuine sense of **community spirit**; and **enhance all of our pupils' life chances for the future**.

HEBBURN COMPREHENSIVE SCHOOL VISION STATEMENT



## 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 pupils to aspire to go to university or a challenging alternative, such as a higher-level apprenticeship. If all pupils follow our core values and strive to do their best each day, they will be highly employable when they leave school.

## HEBBURN VALUES

At Hebburn, we encourage all pupils to **ASPIRE** to be the very best they can be. Pupils are expected to aim high in all they do and take their future seriously. To ensure a safe and happy school, we must all work together to create an environment where everyone feels safe and happy, and where all pupils are able to achieve their full potential.

**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.

# CODE OF CONDUCT

All children have the right to a disruption-free education. If all children follow our Code of Conduct, we will achieve this in school. It provides a clear framework for what is expected each day. Please support the school by speaking to your child about the importance of following our Code.

There are clear consequences for not following the code. In a similar way to day-to-day society, schools must have rules and consequences to ensure that the school is safe and children can learn. Of course, we also have rewards for celebrating achievement and praising good work (see page 20).

## 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.

## ENSURING HIGH STANDARDS

The latest evidence-based research into raising standards and ensuring exceptional outcomes for children includes many of the strategies that we have in place or will be implementing in school. Some of the top-performing schools in the country have:

- A clear focus on their core values (Work Hard, Be Kind, Aspire).
- Insistence on extremely high standards of behaviour (a calm and settled school, free from disruption, is the best environment for children to thrive).
- Insistence on high standards of all aspects of school uniform.
- Strong teaching using the latest evidence-based research.
- Robust pastoral systems.
- Structured line-ups and silent, orderly corridors.
- Morning and Afternoon meetings.
- Learning Packs to ensure that children are well prepared.
- Curriculum enrichment opportunities.
- Extra-curricular clubs.

In order to effectively deliver these strategies and ensure the best possible outcomes for our pupils, we ask that parents/carers support the school in its aims, as outlined in our Home / School Partnership document.

## HOME / SCHOOL PARTNERSHIP

Our Home/School Partnership document sets out what is expected of all stakeholders, i.e. the school, parents/carers and pupils. Having a full commitment to this document, and working together to achieve its aims, will improve the life chances of our pupils.

When entrusting your child to us, you are signing up to the principles outlined in this partnership document.



# HOME / SCHOOL PARTNERSHIP DOCUMENT

Hebburn Comprehensive School	Parent / Carer	Pupil
<p><b>We will:</b></p> <ul style="list-style-type: none"> <li>• Provide a safe and supportive environment for learning.</li> <li>• Promote good attendance and punctuality.</li> <li>• Teach and encourage pupils to do their best and achieve their full potential as a valued member of the school community.</li> <li>• Promote positive values and a caring attitude towards all members of the school community.</li> <li>• Contact parents as soon as concerns are raised about a pupil's work, behaviour, attendance and/or punctuality.</li> <li>• Have a clear and consistent approach to rewards and sanctions for pupils.</li> <li>• Communicate between home and school through Class Charts notifications/text messages, the My Child at School app, newsletters, the school website, emails and parents' evenings.</li> <li>• Provide a broad and balanced curriculum which challenges pupils to reach their potential.</li> <li>• Keep parents informed about your child's curriculum, progress and behaviour.</li> <li>• Welcome parental input and respond to questions or concerns as quickly as possible.</li> </ul>	<p><b>I / we will:</b></p> <ul style="list-style-type: none"> <li>• Fully support the school's aims, values and policies recognising that they are in place to support my child's learning and progress.</li> <li>• Ensure that my child attends school every day, on time, with the full, correct school uniform and equipment.</li> <li>• Notify the school by telephone or text message of my child's absence between 8-8:30am on every day of their absence.</li> <li>• Make medical/dental appointments outside of school time.</li> <li>• Attend parent meetings with staff to discuss my child's achievements and progress.</li> <li>• Not take my child out of school for holidays.</li> <li>• Support the school in not communicating with my child through mobile phone/social media during the school day.</li> <li>• Speak to staff respectfully in meetings and on the phone.</li> <li>• Support my child with homework and ensure it is completed on time.</li> <li>• Promptly inform the school of any concerns that may affect my child's learning, behaviour or happiness at school.</li> <li>• Stay informed by regularly reading notices, newsletters, the school website and emails/text messages.</li> <li>• Inform school immediately of any changes to my emergency contacts details.</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>• Aim high in all I do and take pride in my work and my achievements.</li> <li>• Support and contribute positively to the culture of the school.</li> <li>• Follow the school's Code of Conduct at all times.</li> <li>• Attend school every day, on time with the full correct uniform and equipment, including homework, Learning Pack and PE kit.</li> <li>• Follow the school's policy on the use of mobile phones in school.</li> <li>• Be polite, welcoming and friendly to other pupils and adults.</li> <li>• Tell a member of staff if there is something I am concerned about.</li> <li>• Do my homework regularly and return it on time.</li> <li>• Respect the school building and grounds.</li> <li>• Behave in a manner that upholds the good name and reputation of the school and uphold our core values.</li> </ul>



## CONTACTING THE SCHOOL

Any contact with the school should be via phone or email:



0191 4833199



[office@hebburn.net](mailto:office@hebburn.net)

Please do not use Facebook to communicate with the school, as this may not be picked up.

## ARRANGING A MEETING IN SCHOOL

All parental meetings in school are **by appointment only**. We ask parents and carers not to come to the school reception, unless you have a pre-arranged appointment, or we know you are dropping off PE kit, uniform, etc.

Our receptionist will follow school procedures and will ask you to ring the school to make an appointment.

## PARENT/CARER CONDUCT ON THE PHONE / IN MEETINGS

Our aim is to work with all parents and carers. We fully recognise that, for your child's learning and progress to be maximised, and for their happiness to be assured, school and home must form a close, supportive and effective partnership based on trust and mutual respect.

The vast majority of parents and carers are keen to work with us and are supportive of the school's work. If a parent or carer has concerns, we will always listen and seek to address them as quickly as possible.

## PARENT/CARER CONDUCT (CONTINUED)

### At Hebburn Comprehensive, we are committed to:

- Listening to parents carefully and respectfully, including allocating an appropriate length of time for prearranged meetings.
- Responding appropriately to concerns raised.
- Outlining any actions that may be required.
- Updating parents and carers on progress and outcomes of the concern.
- Listening and responding to updates from parents and carers.

### At Hebburn Comprehensive, we expect parents and carers to:

- Communicate their concern respectfully and accurately.
- Listen to and consider the responses from the school.
- Work in partnership with the school, including the full support of our Behaviour and Rewards Policy.
- Allow time for the school to respond to concerns (3-5 working days).
- Acknowledge support and intervention put in place.

We are a busy school and, as such, it will not be possible to see or speak to a member of staff immediately. All teaching staff have a teaching commitment, including the senior leadership team. Therefore, all meetings are arranged by appointment only. If you would like to arrange a meeting with a member of staff, please call the school office.

Unfortunately, there are occasions where parents/carers have been aggressive whilst speaking to staff on the phone, in meetings, or in the school's reception area. This is unacceptable and staff should not be subjected to any form of abuse or threats. We have a zero tolerance approach to this.

You can find more information on our parent/carer conduct policy by visiting [hebburn.net/parents/parent-code-of-conduct/](http://hebburn.net/parents/parent-code-of-conduct/) or by scanning the QR code.



# DAILY ATTENDANCE

It is essential that pupils arrive at school in plenty of time to organise themselves for the day. Pupils are welcome to come to Breakfast Club from 8.00am each morning.

All pupils must be on the yard for 8.30 prompt. Any time after 8.30 will be logged as late and a C2 detention will be issued.

The lines marked on the school yards are used to monitor punctuality.

There is a direct link between attendance and achievement. It is essential, therefore, that pupils attend school every day and aim for 100% attendance. If attendance begins to fall, it will be monitored in line with the following 4-stage process:

## STAGE 1

If there are emerging concerns about attendance, a letter will be sent out reminding parents/carers of the importance of good attendance.

## STAGE 2

If no improvement is made following Stage 1 and absence continues, another letter will be sent home. This letter will include a parent survey, requesting more information regarding the barriers to your child attending school, so that we can identify ways to support your child and put appropriate intervention in place. At this stage, we would encourage parents/carers to arrange to speak to school about any concerns they may have in relation to their child's attendance.

## STAGE 3

Pupils continue to show little or no improvement and attendance has deteriorated even further. A letter will be sent home advising that the pupil is now on a four-week monitoring period. During this monitoring period, 100% attendance is required, unless medical evidence can be provided.

## STAGE 4

Pupils who are absent within the four-week time frame, and who, therefore, do not pass the four-week monitoring period, will be moved to Stage 4 and considered for referral to the local authority.



## REPORTING AN ABSENCE

Parents/carers are required to contact the school as soon as possible on the first day of an absence. Parents should aim to contact school between **8.00 and 8.30** via one of the following forms of communication:

- Telephone: 0191 4833199 (Select Option #1)
- My Child at School app
- Email: [attendance@hebburn.net](mailto:attendance@hebburn.net)

For safeguarding reasons, we ask that parents/carers report ongoing absences on a daily basis.

## LEAVE OF ABSENCE

The Government states that a pupil can only be taken out of school during term time in exceptional circumstances. If exceptional circumstances do occur, a Leave of Absence form must be obtained to request permission. This must be done one month in advance and submitted to the Head Teacher. Permission will be granted only in exceptional circumstances and **NEVER FOR HOLIDAYS**.

## ENSURING YOUR CHILD IS ON TIME FOR SCHOOL

All pupils must be on the yard for **8.30am prompt** for morning line-ups. This is the official start of the school day. In order to do this, **pupils should aim to be on the school premises between 8:20-8:25am**. It is crucial that we instil good habits in children from an early age. Future employers want a workforce that is punctual and reliable. Please support the school with this.

# SCHOOL DAY STRUCTURE

<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 11: 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 11: Afternoon Mastery)
<b>3.00 -</b>	Study Support

## MORNING LINE-UPS

At Hebburn Comprehensive, to ensure a calm, settled and focused start to the day, all pupils line up. There are 3 whistles at the start of line-ups that pupils must follow:



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



Silence



Signal for Entry.  
Pupils move with pace and purpose to the entry door in single file and in silence.

## MORNING MEETINGS

At the start of each day, we have collective learning, known as 'Morning Meetings'. All year groups, with the exception of Year 11, go to an allocated area of the school and get set for the rest of the school day. In Morning Meetings we:

- ✓ Take registers
- ✓ Check equipment and get set for the day
- ✓ Do retrieval tasks in Maths, English, Science, History, Geography and MFL
- ✓ Learn about core values and key PSHE themes
- ✓ Develop character and good moral principles
- ✓ Learn about different careers
- ✓ Celebrate positive achievement through appreciations
- ✓ Understand how we can be successful in school

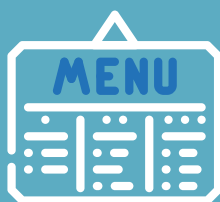
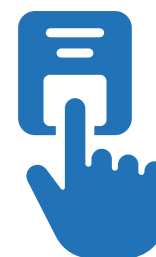


## LUNCH TIME

At Hebburn Comprehensive, we operate a staggered lunch system, as follows:

Lunch #1 12.15pm	Lunch #2 12.45pm	Lunch #3 1.15pm
Year 7 and Year 10	Year 9	Year 8 and Year 11

- ! You can top up your child's lunch account online via ParentPay, or with money using our top-up machines.
- ! Pupils who are eligible for free school meals will have their accounts topped up automatically each day.



You can view our lunch menu at:  
[hebburn.net/parents/school-dinners](http://hebburn.net/parents/school-dinners)



**ParentPay**  
COUNT ON US

You can view top up your child's  
account by going to:  
[parentpay.com](http://parentpay.com)

## AFTERNOON MEETINGS

From September, with the exception of Year 11, pupils will end the day with Afternoon Meetings.

In Afternoon Meetings, we:

- ✓ Review our learning for the day
- ✓ Set targets for the day/week ahead
- ✓ Take part in reading sessions to develop reading skills

## PASTORAL CARE

At Hebburn Comprehensive, we have a caring ethos, with the needs of our children central to all we do. The pastoral care and well-being of our young people are of paramount importance. We are proud of the pastoral care we provide pupils. In all recent Ofsted inspections, inspectors have commented positively about our pastoral care. Our main priority is to ensure that all children are happy and feel safe in school.

Each year group has a dedicated Head of Learning and Intervention Manager:

Year	Head of Learning	Intervention Manager
Year 7	Mr Mulley	Miss Woodcock
Year 8	Mrs Armstrong	Mrs Welsh
Year 9	Mr Chadwick	Mrs Bingham
Year 10	Mrs Moore	Mrs Beaney
Year 11	Miss Shield	Mrs McDevitt

## INDIVIDUAL NEEDS

At Hebburn Comprehensive, we encourage high aspirations and high achievement for all. This vision applies equally to pupils with any kind of special educational need. Our philosophy is to educate pupils as far as possible within the normal provision of the school, which includes quality first teaching and intervention, where needed. Additional support for pupils is provided under the direction of the SEND Team.

Should you require any assistance or have any queries regarding the school's provision for your child, please contact the school by email or phone and ask to speak to:

- Our SENDCO, Mrs Owers
- Our Assistant SENDCO, Mr Fenwick
- Your child's Head of Learning

## BEING POLITE

We instil in all of our pupils the importance of being polite. To ensure a happy, harmonious environment, as well as saying 'good morning' and 'good afternoon', we follow **STEPS**:





# CORRIDORS AND SOCIAL TIME

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

## ON CORRIDORS, PUPILS MUST:

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

## IN DINING AREAS, PUPILS MUST:

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

## IN THE YARDS, PUPILS MUST:

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

# LESSONS AT HEBBURN COMPREHENSIVE

In order to build the essential knowledge that children need to be successful, exemplary conduct in lessons is essential.

## ENTERING THE CLASSROOM

- ✓ Pupils get their basic equipment out of their Learning Packs
- ✓ We start lessons with a silent and solo 'Do Now' task

## 3, 2, 1, STAR STUDENT

Pupils respond to STAR when the teacher needs pupils' attention:

- S**top, sit up straight in silence
- T**rack the speaker or text
- A**nswer questions in full sentences
- R**eady to learn

## ATTITUDE TO LEARNING

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

## WRITTEN WORK

- ✓ We write in black pen
- ✓ We draw diagrams & tables in pencil
- ✓ We mark our work in green pen

## EXITING THE CLASSROOM

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

# EQUIPMENT





To maximise learning, it is essential that all pupils are fully equipped each day. Please see our equipment policy for further information:

## LEARNING PACK EQUIPMENT

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

 <p><b>A3 Wallet</b> (provided by school)</p>	 <p><b>Black Pen</b></p>	 <p><b>Green Pen</b></p>	 <p><b>Pencil</b></p>	 <p><b>Ruler</b></p>
 <p><b>Whiteboard</b> (provided by school)</p>	 <p><b>2 Board Pens</b> (provided by school)</p>	 <p><b>Board Rubber</b> (provided by school)</p>	 <p><b>Exercise Book</b> (provided by school)</p>	 <p><b>Timetable</b> (provided by school)</p>

## LEARNING PACK REMINDERS

-  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 will be issued with a C2 equipment detention if you do not have your learning pack / basic equipment.
-  School will provide each pupil with their first full learning pack. Pupils are responsible for replacing their black pen, green pen, pencil and ruler thereafter. Replacements can be purchased from the school shop:
  - Black Pen / Green Pen / Pencil: 20p
  - Small Ruler: 20p
  - Large Ruler: 50p



## 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 drinks / 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

# REWARDS AND RECOGNITION

At Hebburn Comprehensive School, we recognise the importance of rewards and praise to acknowledge pupils' achievements and hard work. We aim to foster a positive attitude to all aspects of school life and encourage all pupils to achieve their potential through a fair system which rewards positive behaviour and effort.

## MERIT AWARDS

When pupils reach a certain merit milestone, they receive a certificate and a pin badge for the lapel of their blazer:



## 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 exemplary 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.



We also celebrate success through: praise in lessons, acknowledgment on plasma screens around school, social media shout-outs, celebration assemblies, positive comments in exercise books, phone calls / text messages home, certificates and prizes, trips and activities, and more.

# BEHAVIOUR CONSEQUENCES

At Hebburn Comprehensive, we believe that there is an integral link between good behaviour, feeling safe, effective learning and enjoying and achieving. To ensure the most effective learning, all children have the right to work and to learn in an environment which is safe, secure and free from disruption.

To ensure this, we operate a consequence system:

Consequence	What does it mean?
<b>C1</b>	A chance to put things right
<b>C2</b>	30-minute detention (up to 2 can be issued daily)
<b>C3a</b>	BSR immediate lesson referral (triggers 30-minute after-school detention)
<b>C3b</b>	BSR subject placement referral (for repeated issues in subject area)
<b>C3c</b>	BSR placement referral, for up to 5 days (day finishes at 4pm)
<b>C4a</b>	Suspension for 1 day for refusal to attend the BSR when instructed (may escalate)
<b>C4b</b>	Suspension 1-5 days
<b>C5</b>	Suspension 5-10 days
<b>C6</b>	Suspension 10-15 days
<b>C7</b>	Permanent exclusion

Our lesson consequences are clear. They are in place to allow teachers to teach and for children to learn in disruption-free classrooms.

C1 is in place to allow children to make the right choice. If this isn't responded to, consequences will escalate, as noted above.

## THE BSR

The BSR is used when behaviour escalates to C3a, b or c.

The school will remove pupils from the classroom for the following reasons:

- To avoid disruption to the learning of others in lessons.
- If a pupil is not wearing the correct uniform.
- To enable disruptive pupils to be taken to a place where education can continue in a managed environment.
- To allow the pupil to re-engage in their learning in a safe, quiet space.

If a pupil refuses to attend the BSR, consequences will escalate to potential suspension from school.

There are clear rules in the BSR which pupils are expected to follow:

- Pupils must hand in their mobile phone.
- Pupils must get on with the work set silently and sensibly and follow the Code of Conduct.
- There is a behaviour system in the BSR, where sanctions will escalate for poor behaviour.
- If your child is placed in the BSR, the school day will finish at 4pm.

## DETENTIONS

At Hebburn Comprehensive, we have same-day detentions. It is important that children attend detentions when set, as failure to do so will result in escalation of the consequence system. Parents and carers will be notified of detentions via the Class Charts app.

A C2 detention is 30 minutes and ends at 3:30pm. Pupils may receive up to two C2 detentions in a day, in which case the detention would end at 4pm.

# UNIFORM POLICY

Our uniform policy for September has been sent to all parents and carers. It is crucial that we have high standards of uniform, and all parents support the school with this, particularly if you are contacted to discuss any issues relating to uniform. To ensure equality, it is essential that all pupils are dressed the same and the policy is adhered to. Failure to do so will result in a sanction.

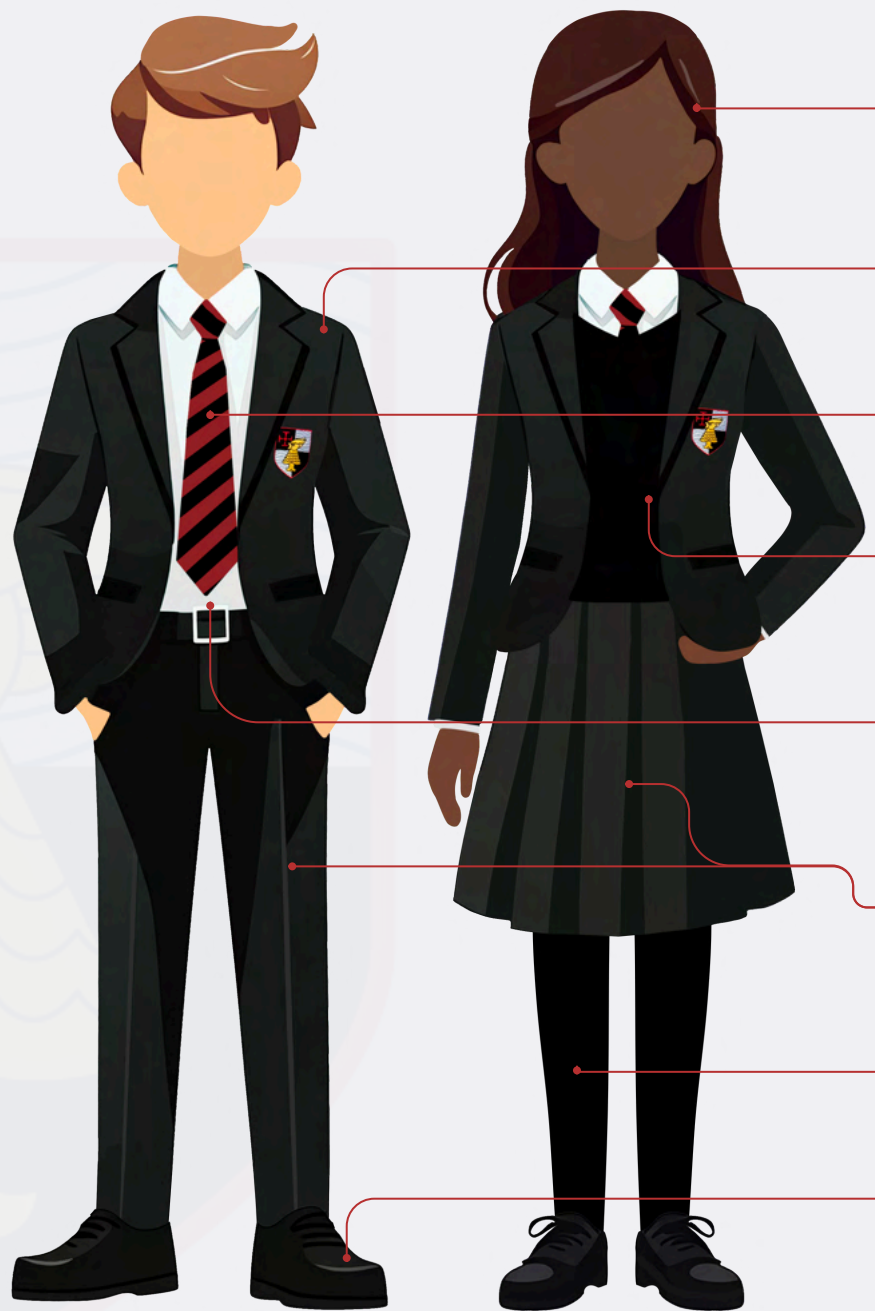
To avoid any embarrassment or unnecessary cost, if a pupil or parent is in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with their Head of Learning / Form Tutor or pastoral member of staff before going ahead. Parents will be asked to rectify any hairstyle, or replace any clothing at their expense, that does not follow policy.

Our uniform standards on the next page provide a quick visual overview of our uniform expectations. A more comprehensive explanation of our uniform rules can be found within our uniform policy: [hebburn.net/parents/school-uniform/](http://hebburn.net/parents/school-uniform/)





# UNIFORM STANDARDS (YEARS 7-10)



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. Socks are not permitted over tights.

Smart all-black formal shoes (no trainers, plimsolls, boots, pumps or brand logos). See shoe guidance for more detailed information.




Our uniform supplier is **The School Outfit**. Our sew-on school badge and school tie must be purchased from our uniform supplier. You are welcome to purchase other items of uniform elsewhere as long as they meet school requirements.

**Address:**  
The School Outfit,  
11 Brockwell Road,  
Crowther Industrial Estate,  
Washington,  
NE38 0AF

**Website:**  
[theschooloutfit.co.uk](https://theschooloutfit.co.uk)

**Order via the QR code** 



-  Outdoor coats must be removed before entering the building.
-  No piercings or jewellery (with the exception of a wristwatch).
-  No hoodies or sweatshirts in place of a v-neck jumper, or leggings / jeans / tracksuit bottoms in place of formal black school trousers.

# UNIFORM STANDARDS (YEAR 11 ONLY)

The uniform expectations for Year 11 are set out below. Pupils in Years 7-10 should follow the guidance on pages 24 and 26-32.



Old Blazer  
Old School Badge  
Old Tie  
Plain White Shirt

(The new 2024 blazer / badge / tie is optional for Year 11)



All black formal school shoes

See pages 26-27 for further information on permitted / non-permitted footwear.



Black formal school trousers or black, knee length skirt.



Old PE Top

(The new 2024 PE top is optional for Year 11)

## UNIFORM PROVIDERS

Item	The School Outfit	School Office	Any Provider ( <u>MUST MEET SCHOOL EXPECTATIONS</u> )
Black Blazer with Embroidered Badge	✓		
Black Blazer <i>without</i> Badge			✓
Iron-on / Stitch on School Badge	✓	✓	
<b>NEW</b> School Tie	✓	✓	
School-approved Black, Permanent Pleat Skirt	✓		✓
Black Opaque Tights	✓		✓
School-approved School Trousers	✓		✓
White Shirt	✓		✓
Black V-Neck Jumper (optional)	✓		✓
All-black Formal Shoes			✓

From September, school shoes must be formal school shoes that are all-black, leather and polishable. No trainers, canvas shoes or shoes with canvas on them will be accepted. Please note that any form of metallic decoration on shoes is not allowed. When buying shoes for next academic year, please bear all of this in mind as sanctions will apply for incorrect uniform, including footwear.

## SCHOOL SHOES QUICK REFERENCE

Shoes that **DO** adhere to our school uniform policy:



Formal school shoes with laces



Formal school shoes without laces



Leather T-bar shoes



Formal school shoes with Velcro



Leather brogues



Leather loafer (no branding)



All-black DM shoes (with no yellow stitching)



Single strap school shoe



Patent leather shoes

This is to provide an example. There will be other formal, polishable school shoes available from retailers that meet school requirements.

# SCHOOL SHOES QUICK REFERENCE

Shoes that **DO NOT** adhere to our school uniform policy:



Air Max 95s (or any style of Nike Air Max)



TN Air Max (or any trainer-style shoe)



Pumps (any style)  
(e.g. Vivienne Westwood x Melissa )



Nike Air Force I



Vans Trainers (or any plimsoll or trainer-style shoes)



DM Boots



Leather or fabric Converse  
(or any plimsoll or trainer-style shoes)



Adidas Superstar



Walking boots



Uggs (any style) or any other boots



Any all-black trainers  
(i.e. not traditional shoes)



Shoes with a high heel

Shoes **MUST NOT** have any visible sports branding, such as Nike, Adidas, Converse, Vans or On Cloud.



# SCHOOL SKIRTS QUICK REFERENCE

Skirts that **DO** adhere to our school uniform policy:



Knee-length, drop waist, permanent pleat



Knee-length, full permanent pleat

Skirts that **DO NOT** adhere to our school uniform policy:



Tube skirt / tube-style skirt  
from any provider



Twin pleat skirt from any provider



A-line school skirts from any provider



Skater-style skirt from any provider

# TROUSERS QUICK REFERENCE

Girls' trousers that **DO** adhere to our school uniform policy:



Plain, slim fit,  
full-length trousers



Plain, regular / tailored fit,  
full-length school trousers



Plain, relaxed fit,  
full-length trousers

Boys' trousers that **DO** adhere to our school uniform policy:



Plain, slim fit,  
full-length trousers



Plain, regular fit,  
full-length trousers



Plain, relaxed fit,  
full-length trousers

## TROUSERS QUICK REFERENCE

Trousers that **DO NOT** adhere to our school uniform policy:



Leggings / jeggings of any description



Trousers (any style) with any metal decorations or metal zips



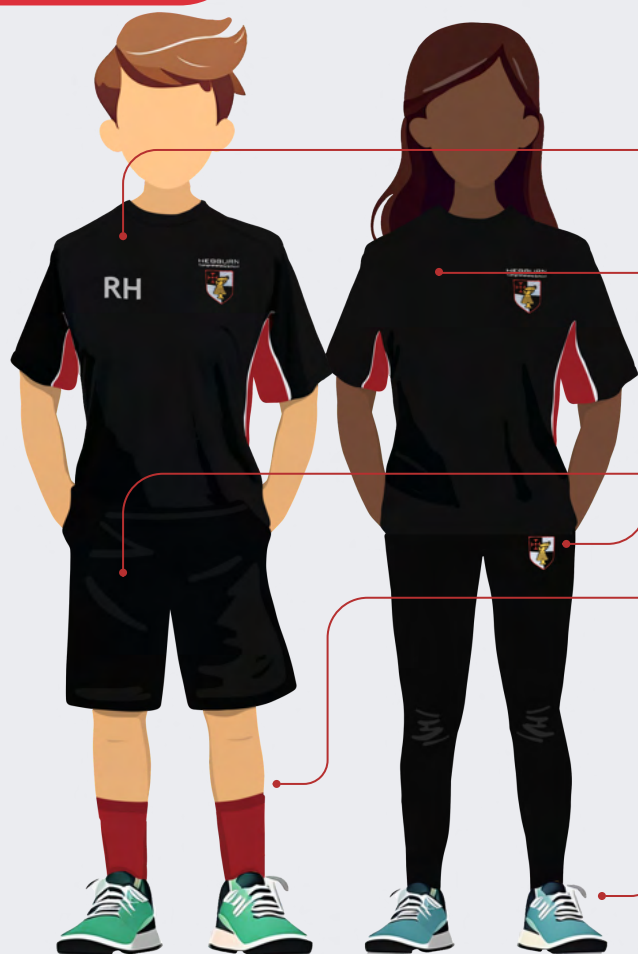
Cargo trousers



Tracksuit bottoms

If pupils are not wearing the correct uniform, sanctions will apply.

## 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 (any supplier)

\*Plain black long sleeve performance top (any supplier)

(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.

\*Items marked with an asterisk (\*) are available with our school branding from our uniform supplier, The School Outfit, however this is optional and parents/carers are welcome to purchase these additional PE kit items from any supplier.



## PE KIT PROVIDERS

Item	The School Outfit	School Office	Any Provider ( <u>MUST MEET SCHOOL EXPECTATIONS</u> )
<b>NEW PE Top</b>	✓		
<b>Leggings</b> (if worn)	✓		
<b>Black PE Shorts</b>	✓		✓
<b>Red PE Socks</b>	✓		✓
<b><u>OPTIONAL</u> PE Items</b>			
<b>Black Track Pants</b> (optional)	✓		✓
<b>Black Long Sleeve PE Top</b> (optional)	✓		✓* *must be the same style and material as The School Outfit (please check their website).
<b>Black Quarter Zip Top</b> (optional)	✓		✓
<b>Black Skort</b> (optional)	✓		✓

The School Outfit have the option of adding the school badge to the track pants and quarter-zip top, but this is optional.



# UNIFORM CONSEQUENCES

Pupil arrives at school in incorrect uniform.

School loans correct uniform to pupil.

30 MINUTE DETENTION

Pupil refuses to wear loaned uniform.

BSR DAY PLACEMENT + 1 HOUR DETENTION  
(4PM FINISH) + PHONE CALL HOME

Pupil attends BSR day placement  
until parent / carer brings in correct  
uniform, or pupil agrees to wear  
loaned uniform.

DETENTION REDUCED TO 30 MINS  
(3:30PM FINISH)

Pupil refuses to attend the BSR.

SUSPENSION FOR UP TO 1 DAY

Pupil comes into school  
the following day in  
correct uniform.

NO FURTHER ACTION

Pupil comes into school  
the following day in  
incorrect uniform.

BSR DAY PLACEMENT + 1 HOUR  
DETENTION (4PM FINISH) +  
PHONE CALL HOME

Pupil comes into school the  
following day in correct  
uniform following a return  
from suspension meeting  
with parents/carers.

NO FURTHER ACTION

Pupil attends BSR day placement  
until parent / carer brings in correct  
uniform, or pupil agrees to wear  
loaned uniform.

DETENTION REDUCED TO 30 MINS  
(3:30PM FINISH)

Pupil comes into school the following  
day in correct uniform.

NO FURTHER ACTION

\*Pupil refuses to attend the BSR.

SUSPENSION FOR UP TO 1 DAY

\*Process repeats in the case  
of continued defiance, with  
potential further escalation.

Pupil comes into school the following day  
in correct uniform following a return  
from suspension meeting with parents/carers.

NO FURTHER ACTION

# UNIFORM CONSEQUENCES (CONTINUED)

## Additional Information

- If a parent/carer brings in the correct uniform after their child is sent to the BSR, the BSR placement ends and they return to normal lessons. However, they will still be required to attend the 30 minute detention issued for incorrect uniform.
- If an item can't be sourced immediately, a loan can be extended by up to 1 week only. Heads of Learning will contact parents to discuss.
- Ties and blazers must be returned the same day.
- Other items must be returned the following day, unless the loan is extended.
- If a pupil is suspended for escalation of uniform defiance, parents/carers must attend a return from suspension meeting after the suspension period ends.  
If a parent/carer doesn't attend a return from suspension meeting, the pupil will remain in isolation until this takes place.
- If issues of refusal and defiance persist, the suspension may be escalated.

## MOBILE PHONES AND ELECTRONIC DEVICES

Over recent months, it has been well publicised that mobile phones are a major distraction to learning in schools. Phones and devices also cause problems with bullying and can trigger safeguarding issues.

For the reasons stated above, and to ensure your child's safety, [WE OPERATE A NO PHONE POLICY IN SCHOOL](#). Children must switch off their phones and put them away in their bags before entering the school. The only exception is when the phone is used for medical purposes and is included in a child's care plan.

Children can contact parents/carers on their way to and from school, if needed. They must not, however, use their phone at any point during the school day. During the school day, communication between parents/carers and pupils [MUST BE](#) via the school office or Head of Learning / Intervention Manager only.

We ask all parents and carers to support the school with this. Please note the information in the flow diagram on the next page.

# MISUSE OF MOBILE PHONE CONSEQUENCES

Mobile phones are not allowed to be used or turned on whilst on the school premises. They must be switched off before entering the site and put in pupils' bags.

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



**1** Mobile phone policy clearly communicated to pupils and parents/carers



**2** Pupil uses phone in school without permission

- Phone is removed from pupil and taken to the school office.
- C2 detention is issued.
- If a pupil refuses to hand over phone, they will be sent to the BSR. Refusal to go to the BSR will result in suspension for repeated defiance.
- Pupil collects phone from the school office at the end of the day.



**3** Pupil uses phone in school without permission for **second time in a term**

- 30 minute detention issued.
- Phone must be handed in to Head of Learning / Intervention Manager on entry each day for **1 week** (stored in school office).
- Letter sent to parents.
- Pupil collects phone from the school office at the end of the day.



**4** Repeat of #3

- 30 minute detention issued.
- Phone must be handed in to Head of Learning / Intervention Manager on entry each day for **3 weeks** (stored in school office).
- Parent and pupil meeting with Head of Learning / Intervention Manager.

## TRANSPORT

We encourage all pupils, where possible to walk or cycle to school. There are bike sheds in school to lock away bikes.

## PICKING UP AND DROPPING OFF

To ensure that children leave school safely, the Governing Board would kindly ask parents/carers to note the following:

- Please only pick up your child from the drive if it is absolutely necessary.
- If the drive is too busy, please find an alternative place to park and wait.
- If you are picking up your child/ren, please do not double park or park on any pedestrian areas, including any grassed areas. This is particularly important near the zebra crossing, where children should have an unrestricted view when crossing the road.

The safety of our children is our main priority; we do not want any of our children to get hurt on their way to or from school.

## HOMEWORK

Completing homework is essential for maximising progress. There are three parts to homework: logging it, completing it, and handing it in. We ask that you support the school in ensuring that your child completes all homework and brings it in on time. We will be issuing a separate booklet explaining homework expectations and a homework timetable.





**WORK HARD  
BE KIND  
ASPIRE**



**HEBBURN**  
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