



HEBBURN
Comprehensive School
WORK HARD | BE KIND | ASPIRE

Family Handbook



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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.



David Thompson
Head Teacher



Our Vision, Mission and Values

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.

HCS Pupil 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.

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 soon 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 high standards of all aspects of school uniform.



Insistence on extremely high standards of behaviour.



Strong teaching using the latest evidence-based research.



Robust pastoral systems.



Structured line-ups and silent, orderly corridors.



Daily collective meetings (Morning 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.

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 (see overleaf).

Home / School Partnership

Hebburn Comprehensive will:

- Provide a safe and supportive environment for learning.
- Promote good attendance and punctuality.
- Teach and encourage pupils to do their best and achieve their full potential as a valued member of the school community.
- Promote positive values and a caring attitude towards all members of the school community.
- Contact parents as soon as concerns are raised about a pupil's work, behaviour, attendance and/or punctuality.
- Have a clear and consistent approach to rewards and sanctions for pupils.
- 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.
- Provide a broad and balanced curriculum which challenges pupils to reach their potential.
- Keep parents informed about their child's curriculum, progress and behaviour.
- Welcome parental input and respond to questions or concerns as quickly as possible.

Parents / Carers will:

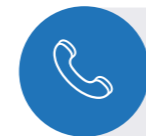
- Fully support the school's aims, values and policies, recognising that they are in place to support my child's learning and progress.
- Ensure that my child attends school every day, on time, with the full, correct school uniform and equipment.
- Notify the school by telephone or text message of my child's absence between 8-8:30am on every day of their absence.
- Make medical / dental appointments outside of school time.
- Attend parent meetings with staff to discuss my child's achievements and progress.
- Not take my child out school for holidays.
- Support the school in not communicating with my child through mobile phone / social media during the school day.
- Speak to staff respectfully in meetings and on the phone.
- Support my child with homework and ensure it is completed on time.
- Promptly inform the school of any concerns that may affect my child's learning, behaviour or happiness at school.
- Stay informed by regularly reading notices, newsletters, the school website and emails / text messages.
- Inform school immediately of any changes to my emergency contact details.

Pupils will:

- Aim high in all I do and take pride in my work and my achievements.
- Support and contribute positively to the culture of the school.
- Follow the school's Code of Conduct at all times.
- Attend school every day, on time with the full correct uniform and equipment, including homework, Learning Pack and PE kit.
- Follow the school's policy on the use of mobile phones.
- Be polite, welcoming and friendly to other pupils and adults.
- Tell a member of staff if there is something I am concerned about.
- Do my homework regularly and return it on time.
- Respect the school building and grounds.
- Behave in a manner that upholds the good name and reputation of the school and uphold our core values.

Contacting the School

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



0191 483 3199



office@hebburn.net

We politely request that parents / carers do not contact school via Facebook / social media, as as these inboxes are not monitored and communications may be missed.

Arranging a Meeting in School

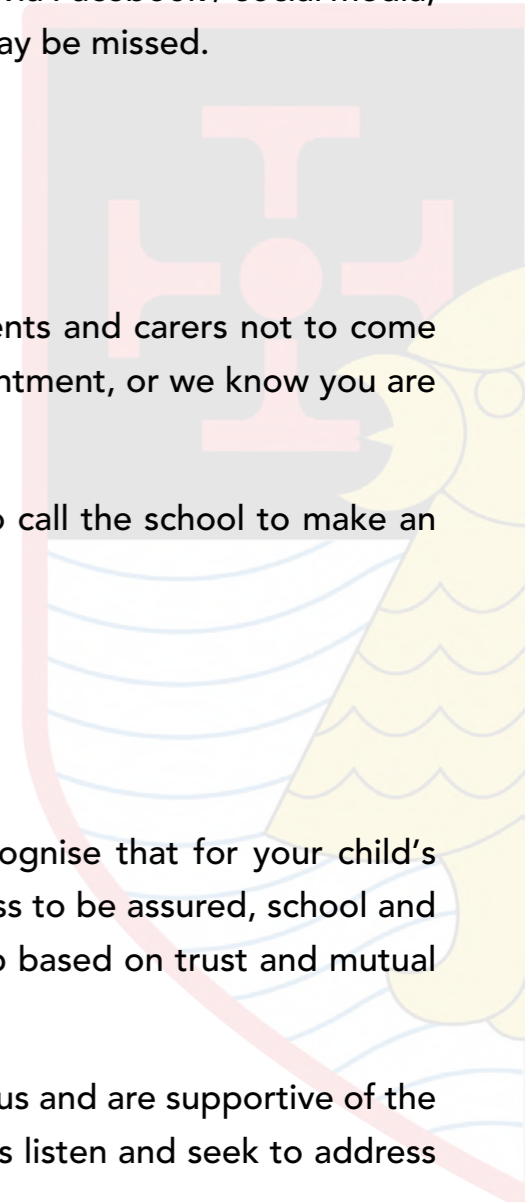
All parental meetings are **by appointment only.** We ask parents and carers not to come to the school reception unless you have a pre-arranged appointment, or we know you are dropping off PE kit, uniform, etc.

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

Parent / Carer Conduct

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 out more information on our parent / carer conduct policy by visiting 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 Rebuild Session 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 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 483 3199 (Option #1)
- My Child at School app
- Email: attendance@hebburn.net

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.**

Morning Line-Ups

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.** To ensure a calm, settled and focused start to the day, there are 3 whistles at the start of line-ups that pupils must follow:




#1

Pupils walk with pace and purpose to line-up position with their Learning Packs ready.



#2

Pupils wait in silence.



#3

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

School Day Structure

Monday - Thursday

Year 7	Morning Meeting 8:30 - 9:00	Period 1 9:00 - 10:00	Break	Period 2 10:15 - 11:15	Period 3 11:15 - 12:15	Lunch 12:15 - 12:55	Period 4 12:55 - 1:55	Period 5 1:55 - 3:00
Year 8	Morning Meeting 8:30 - 9:00	Period 1 9:00 - 10:00	Break	Period 2 10:15 - 11:15	Period 3 11:15 - 12:15	Lunch 12:15 - 12:55	Period 4 12:55 - 1:55	Period 5 1:55 - 3:00
Year 9	Morning Meeting 8:30 - 9:00	Period 1 9:00 - 10:00	Period 2 10:00 - 11:00	Break	Period 3 11:15 - 12:15	Period 4 12:15 - 1:15	Lunch 1:15 - 1:55	Period 5 1:55 - 3:00
Year 10	Morning Meeting 8:30 - 9:00	Period 1 9:00 - 10:00	Period 2 10:00 - 11:00	Break	Period 3 11:15 - 12:15	Period 4 12:15 - 1:15	Lunch 1:15 - 1:55	Period 5 1:55 - 3:00
Year 11	Mastery 8:30 - 9:00	Period 1 9:00 - 10:00	Break	Period 2 10:15 - 11:15	Period 3 11:15 - 12:15	Lunch 12:15 - 12:55	Period 4 12:55 - 1:55	Period 5 1:55 - 3:00

Friday

Year 7	Morning Meeting 8:30 - 8:50	Period 1 8:50 - 9:50	Break	Period 2 10:05 - 11:05	Period 3 11:05 - 12:05	Lunch 12:05 - 12:45	Period 4 12:45 - 1:45	Period 5 1:45 - 2:45
Year 8	Morning Meeting 8:30 - 8:50	Period 1 8:50 - 9:50	Break	Period 2 10:05 - 11:05	Period 3 11:05 - 12:05	Lunch 12:05 - 12:45	Period 4 12:45 - 1:45	Period 5 1:45 - 2:45
Year 9	Morning Meeting 8:30 - 8:50	Period 1 8:50 - 9:50	Period 2 9:50 - 10:50	Break	Period 3 11:05 - 12:05	Period 4 12:05 - 1:05	Lunch 1:05 - 1:45	Period 5 1:45 - 2:45
Year 10	Morning Meeting 8:30 - 8:50	Period 1 8:50 - 9:50	Period 2 9:50 - 10:50	Break	Period 3 11:05 - 12:05	Period 4 12:05 - 1:05	Lunch 1:05 - 1:45	Period 5 1:45 - 2:45
Year 11	Morning Meeting 8:30 - 8:50	Period 1 8:50 - 9:50	Break	Period 2 10:05 - 11:05	Period 3 11:05 - 12:05	Lunch 12:05 - 12:45	Period 4 12:45 - 1:45	Period 5 1:45 - 2:45
Fun Time Friday 2:45 - 3:00								

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 more 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:

Years 7, 8 and 11

Mon - Thu: 12:15 - 12:55
Fri: 12:05 - 12:45

Years 9 and 10

Mon - Thu: 1:15 - 1:55
Fri: 1:05 - 1:45

- ! 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

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

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:

- Mrs Owers, **SENDCO**
- Mr Fenwick, **Assistant SENDCO**
- Your child’s **Head of Learning**

Corridors and Social Time

All social areas must be **calm, respectful and safe.**

On corridors, pupils must:

- ✓ Be calm, respectful, safe.
- ✓ Be in full school uniform, **including blazer** (no outdoor coats 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:

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

In the yards:

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

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**:



Lessons at Hebburn Comprehensive

In order to build the key 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

- S** top, sit up in silence
- T** rack the speaker
- A** nswer questions
- 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 and tables in pencil
- ✓ We mark our work in green pen



Exiting the Classroom

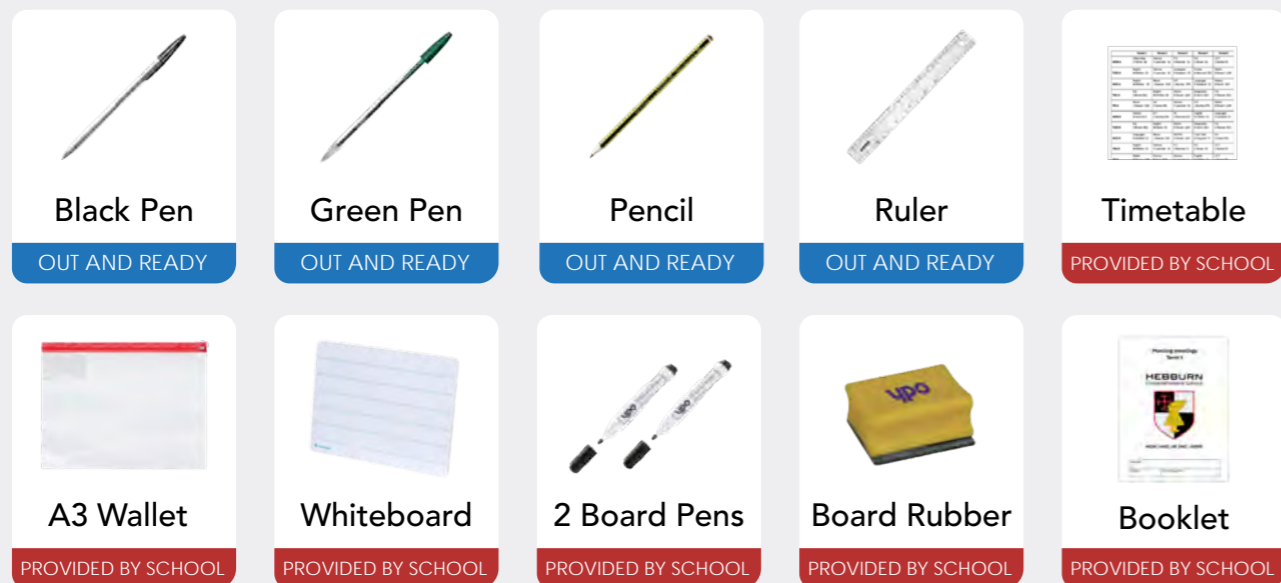
- ✓ We pack up sensibly
- ✓ We leave in silence and in single file
- ✓ We carry our Learning Packs sensibly



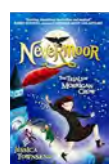
Equipment

It is essential that all pupils are fully equipped each day.
Please see our equipment policy for further information:

Learning Pack Equipment



Additional Basic Equipment



A Reading Book
(from home or
our library)



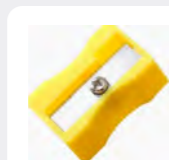
A School Bag
(big enough to
carry an A4 folder,
books and PE kit)



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

- Learning Packs must be carried **sensibly at all times** around the building.
- A C2 Rebuild Session will be issued if pupils do not have their Learning Pack / basic equipment.
- Pupils are responsible for replacing their black pen, green pen, pencil and ruler. Replacements can be purchased from the school shop using merits or money.

Optional Equipment



Sharpener



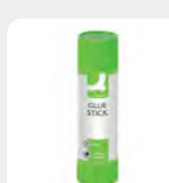
Eraser



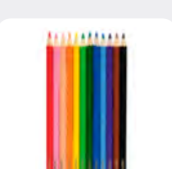
Protractor



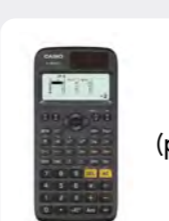
Highlighter



Glue Stick



Coloured
Pencils



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

Merits & Rewards

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 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.



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. 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?
C1	A chance to put things right
C2	30-minute after-school Rebuild Session (up to 2 can be issued per day)
C3a	Reflection immediate lesson referral (triggers a 30-minute after-school Rebuild Session)
C3b	Reflection subject placement referral (for repeated issues in subject area)
C3c	Reflection placement referral for up to 5 days (school day finishes at 4pm)
C4a	Suspension for 1 day for refusal to attend Reflection when instructed (may escalate)
C4b	Suspension for 1-5 days
C5	Suspension for 5-10 days
C6	Suspension for 10-15 days
C7	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.

Rebuild Sessions (C2)

At Hebburn Comprehensive, we refer to detentions as **Rebuild Sessions**. These take place after school and last either 30 or 60 minutes. Rebuild Sessions are restorative in nature, giving pupils a chance to reflect on their behaviour, consider its impact, and develop positive strategies for future success in the classroom. Our goal is to help pupils re-engage with their learning and avoid further consequences, ultimately supporting their academic and personal growth.

Pupils will attend Rebuild Sessions on the same day they are issued, and parents / carers will be notified via the Class Charts app. It is important that pupils attend Rebuild Sessions, as failure to do so will result in further escalation of the school's consequence system. A C2 Rebuild Session lasts for 30 minutes, ending at 3:30pm. Pupils may receive up to two Rebuild Sessions in a day, in which case they would finish at 4:00pm.

Reflection (C3)

If a pupils' behaviour is extremely disruptive, or if they fail to correct their behaviour after being issued a C1 warning and C2 Rebuild Session, they will be removed from the classroom and placed in Reflection (C3).

A pupil may be sent to Reflection for the following reasons:

- To prevent further disruption to the learning of others.
- For not wearing the correct school uniform.
- To enable the pupil to re-engage with their learning in a managed environment.

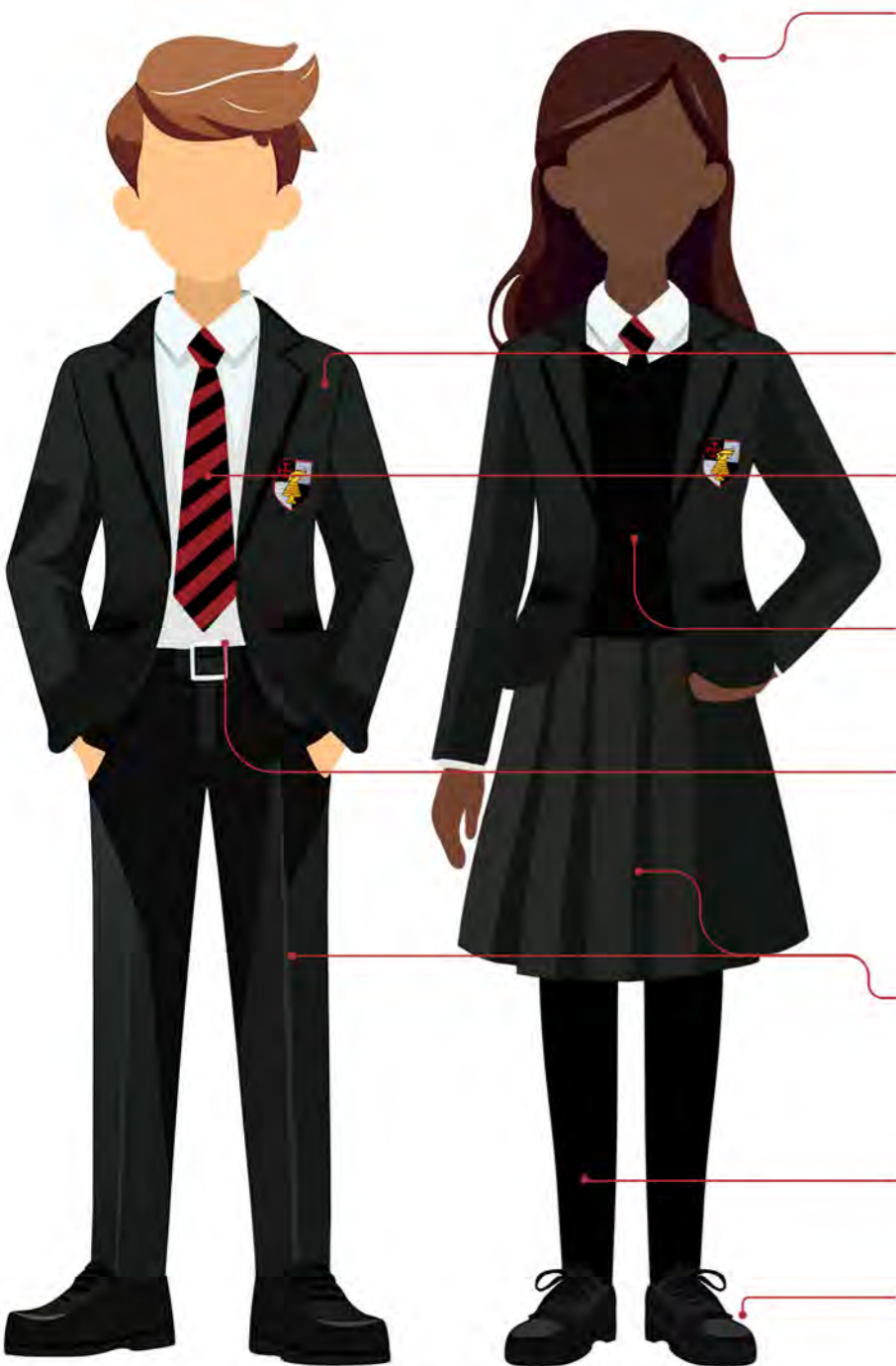
If a pupil refuses to attend Reflection, consequences will escalate to potential suspension from school.

While in Reflection, pupils are expected to follow clear rules:

- Mobile phones must be handed in.
- Pupils must work silently and sensibly, following the school's Code of Conduct.
- A behaviour system is in operation in Reflection, and any poor behaviour will result in escalating sanctions.

If your child is sent to Reflection, they will also receive a 60-minute Rebuild Session, meaning their school day will end at 4pm.

Uniform Overview



Hairstyles should not be extreme. Unnatural hair colours, razored patterns / tramlines and closely-shaven hair are not allowed. This includes lines shaved into eyebrows.

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

Black blazer with 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. Leggings (including jeggings, flared lycra leggings and sport-style leggings), 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).

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.

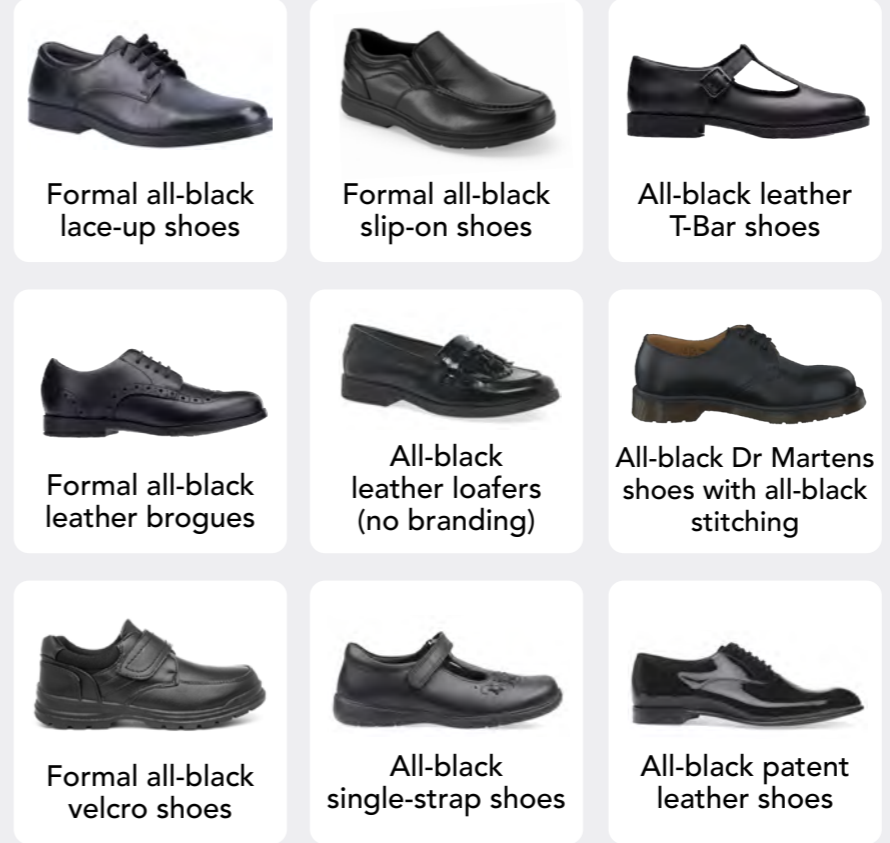
Address:
The School Outfit,
11 Brockwell Road,
Crowther Industrial Estate,
Washington,
NE38 0AF
Website:
theschooloutfit.co.uk
Order via the QR code



- ❌ 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 Guidance

Permitted School Shoes



School shoes must be **formal, all-black, leather** and **polishable**.

Trainers or shoes with canvas material are **not allowed**.

Shoes with metallic decorations or embellishments are **not allowed**.

Please ensure footwear matches our school policy as sanctions will apply for incorrect uniform.

The images shown (left) provide examples of suggested footwear. There will be other school shoes available from retailers that meet school requirements.

Not Permitted School Shoes

NO TRAINERS ALLOWED
(including all-black trainers)
e.g. Nike Air Max, Nike Air Force 1, Adidas Superstar



NO CANVAS SHOES OR PLIMSOLLS
(including leather plimsolls)
e.g. Converse, Vans



NO BOOTS, PUMPS OR HEELS
e.g. UGG boots, walking boots, Vivienne Westwood x Melissa pumps



❌ Shoes **MUST NOT** have any visible designer / sports branding.

Permitted Girls' Trousers



Plain, slim fit,
full-length trousers



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



Plain, relaxed fit,
full-length trousers

Permitted Boys' Trousers



Plain, slim fit,
full-length trousers



Plain, regular fit, full-length
school trousers



Plain, relaxed fit,
full-length trousers

Not Permitted Trousers



Any leggings
(including jeggings,
and sports-style
leggings)



Flared lycra
leggings



Cargo trousers



Tracksuit bottoms
and joggers



Any trousers with
metal decorations
or zips

Permitted Skirts



Knee-length, full
permanent pleat



Knee-length,
drop waist,
permanent

Not Permitted Skirts



Any tube /
tube-style skirt



Any twin
pleat skirt



Any A-Line
school skirt



Any skater-style skirt

Uniform Providers



Order via the
QR code

Our uniform supplier is The School Outfit. Our **sew-on school badge**, **school tie** and **school PE top** **MUST** be purchased from The School Outfit.

All other items of uniform / PE kit (with the exception of PE leggings) can be purchased from any retailer, as long as they meet school requirements.

The School Outfit also stocks other school-branded PE items such as our quarter-zip top and training pants. These can be customised with pupils' initials, though this is optional.

Website:
theschooloutfit.co.uk/collections/hebburn-comprehensive-school

Address:
11 Brockwell Road, Crowther Industrial Estate, Washington, NE38 0AF

Uniform Providers (continued)

	The School Outfit	HCS School Office	Any Retailer* *must meet school requirements
Black Blazer <u>with</u> School Badge	✓		
Black Blazer <u>without</u> School Badge			✓
Iron-on / Sew-on School Badge	✓	✓	
School Tie	✓	✓	
Knee-length Permanent Pleat Skirt	✓		✓
Black Opaque Tights	✓		✓
School Trousers	✓		✓
White Shirt	✓		✓
Black V-Neck Jumper (optional)	✓		✓
All-black Formal School Shoes			✓

PE Kit	PE Top	✓		
	PE Leggings (if worn)	✓		
	Black PE Shorts	✓		✓
	Red PE Socks	✓		✓
	Black Track Pants (optional)	✓		✓
	Black Long Sleeve PE Top (optional)	✓		✓ Must match style / material of The School Outfit
	Black Quarter Zip Top (optional)	✓		✓
	Black Skort (optional)	✓		✓

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.

Uniform Consequences



Uniform Consequences (continued)

- If a parent / carer brings in the correct uniform after their child is sent to Reflection, the Reflection placement will end and the pupil will return to normal lessons. Please note, they are still required to attend the 30-minute Rebuild Session issued for incorrect uniform.
- If a uniform item can't be sourced immediately, a loan can be extended by up to 1 week. Heads of Learning will contact parents to discuss.
- Ties and blazers must be returned the same day. Other uniform items must be returned the following day, unless a loan extension has been arranged.
- **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/carers doesn't attend a return from suspension meeting, the pupil will remain in Reflection 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. They can also contribute to bullying and present safeguarding concerns. For these reasons, we operate a no phone policy at Hebburn Comprehensive.

All pupils must switch off their phones and store them in their bags before entering school. The only exception to this rule is for pupils who require a phone for medical purposes, as specified in their individual care plan.

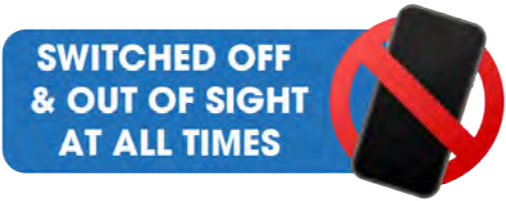
During the school day, any communication between parents / carers and pupils must go through the school office or your child's Head of Learning or Intervention Manager.

We ask all parents and carers to support with this.

If a pupil is seen using their phone during the school day, it will be confiscated by a member of staff and sanctions will be issued in line with our Mobile Phones Misuse Policy (see next page).

Mobile Phones Misuse Policy

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 stored in pupils' bags.



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 Rebuild Session is issued.
- If a pupil refuses to hand over phone, they will be sent to Reflection. Refusal to go to Reflection 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 Rebuild Session issued.
- Phone must be handed in to Morning Meeting shop supervisor 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 Rebuild Session issued.
- Phone must be handed in to Morning Meeting shop supervisor on entry each day for **3 weeks** (stored in school office).
- Parent and pupil meeting with Head of Learning / Intervention Manager.

Homework

Pupils in Years 7-9 receive 3 types of homework that need to be completed each day:



Retrieval homework must be completed the evening it is set in preparation for review in the following Morning Meeting.



Pupils in Years 7-9 are also expected to complete the following online homework, which is set as follows:

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



Pupils are also encouraged to read for 20 minutes each evening. This can be a book from home, a book from our school library, or an eBook on our school's Sora eBook site / app.

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

Transport To / From School

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

To ensure that children leave school safely, the Governing Board kindly asks 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, 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 pupils to get hurt on their way to or from school.

Extra-curricular Clubs and Activities

At Hebburn Comprehensive, we offer a diverse range of free extra-curricular activities to cater to every interest and passion.

For those who enjoy problem-solving and critical thinking, our **Science Club**, **Chess Club**, **Puzzle Club** and **Lego League** provide the perfect opportunities to tackle logical challenges and compete with classmates.

Pupils with a creative streak can showcase their talents by taking part in our annual **Musical Production**, **Poetry by Heart**, **Art Garden Exhibition**, **Book Club** and **Cookery Club**.

For pupils eager to make a positive impact, we offer leadership and community engagement opportunities through our **Diversity Group**, **Student Council**, **School Newspaper**, and the **Duke of Edinburgh Award**. There are also opportunities to participate in external workshops with the **Anne Frank Trust UK** and develop enterprise skills with local charity, **The Key**.

Our more athletic pupils can take advantage of a wide range of sporting activities offered by our PE department, including **Football** (boys' and girls' teams), **Netball**, **Badminton**, and our ever-popular **Fitness Fridays**.

And for those seeking academic support, our **Library** and **Homework Club** offer quiet spaces and resources for focused study, with staff on hand to assist with revision and learning.

