



Hebburn Comprehensive School

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

☎: 0191 4833199 ✉: office@hebburn.net 🌐: www.hebburn.net

DRT/SR

Head Teacher: Mr D R Thompson

Dear Parent/Carer

I hope you are having an enjoyable summer break.

I write to confirm arrangements for your child's transfer to Hebburn Comprehensive on Tuesday 2 September.

Key Dates for the start of term

- Monday 1 September – Staff Training Day (school closed to pupils).
- Tuesday 2 September – Year 7 and Year 11 Prefects in school. Pupils should be in school for 8.20am.
- Wednesday 3 September – Full school return, at the normal time.

On arrival, pupils should make their way to the main yard, where they will be organised into tutor groups, ready for line-ups. From 8.30am, pupils will move into their Morning Meeting (please refer to both the [Family](#) and [Pupil](#) handbooks for further information). All pupils must be in full, correct school uniform which will be checked every morning.

On the first morning, pupils in Year 7 will spend some time in form groups and will be registered to the cashless catering system, where we have the requisite permissions. Pupils will also have a short tour of the school and will be given their timetables and learning packs. Details of what we provide in the learning packs can be found in the Family and Pupil Handbooks. We also advise that pupils bring in a refillable water bottle.

For at the least the first week, pupils in Year 7 will have an extended lunch, so they are able to get use to the systems in the Dining Hall.

As always, there will be lots of support given to Year 7 pupils in their first week in school. The year group will have 1 full year group meeting per day, meaning they will see lots of their form tutors and Head of Learning/Intervention Manager. Year 11 prefects will also be on hand to support pupils.

Pastoral Structure

In school, we have a year-group pastoral structure. In the first instance, any queries or concerns should be directed to Miss Shield, Head of Year 7, or Mrs McDevitt, Intervention Manager for Year 7. More serious issues may be dealt with by our Head of Key Stage 3, Miss Hood.

Parents and carers are asked to be mindful that we are a very busy school, and it will not be possible to speak to a member staff immediately. We will endeavour to get back to you as quickly as possible. Parents/carers must not come into school without a pre-arranged appointment. If you would like to arrange a meeting, please do this by contacting the school office on 0191 483-3199. Again, further details are included in the Family Handbook.

Expectations

Important information about the school's expectations of behaviour, attendance, mobile phones and school uniform can be found on our website, at www.hebburn.net. The 'Parents' section of the website contains lots of useful information about the day-to-day running of the school. The full overview is in the Family Handbook. There is also a 'Pupil Handbook' in the pupils' section of the website.

We regularly post information on our [Facebook](#) page, which is accessible via our website.

Lunchtime

The lunch period for pupils in Year 7 is from **12.15 – 12.55pm**. A two-course meal is currently priced at **£2.50**. Please note that this does not include a drink, but water is available in the dining hall. Children in receipt of free school meals will have **£2.50** credited to their account on a daily basis. Pupils can also purchase additional items, outside of their £2.50 allowance. An example of the school lunch menu, with prices, can be found on our [website](#).

For the first day back in September (Tuesday 2nd), **pupils paying** for school lunch **must bring in cash**, as the systems can only be set up once children physically start school. Children on free school meals will have that debited from their account. If preferred, pupils are welcome to bring a packed lunch to school.

We operate a cashless catering system which recognises children by fingerprint. Throughout the first day, all pupils in Year 7, with consent, will be registered on the school's biometric database. This is the quickest and most secure way of paying for school lunch. Pupils can 'top-up' their accounts using the machines in the Food Court and in the Technology corridor on Level 1. Alternatively, lunch, as well as payments for school trips, can be made via [ParentPay](#), accessible from our website. If you already have a ParentPay account for your child, you can switch this to Hebburn Comprehensive on 1st September. If you are registering for the first time, parents/carers will require an activation code. We will be issuing letters containing codes on Tuesday 2 September, as this can't be done until children are officially on roll.

Please note that pupils must remain on site over the lunch period.

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

Contacting the School

Please contact the school, Miss Shield or Mrs McDevitt, in the first instance, if you have any queries or concerns about your child's transfer on 0191 4833199, from Tuesday 2 September.

In due course, we will be sending out details of how to use [Class Charts](#) and [MCAS](#), our two main methods of communication. It is also essential that we have up to date mobile phone numbers and email addresses for parents/carers.

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

Yours sincerely



Mr D R Thompson
Head Teacher