



Hebburn Comprehensive School

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

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Head Teacher: Mr D R Thompson

DRT/SR

Dear Parent/Carer

I hope you are enjoying the summer break.

We are looking forward to welcoming your child to Hebburn Comprehensive. This letter confirms the arrangements for their first day and provides some important information about starting Year 7.

Key dates for the start of term

- Monday 31st August – Bank Holiday (school closed)
- Tuesday 1 September: Staff Training Day (school closed to pupils).
- Wednesday 2 September: Year 7 pupils only, with Year 11 Prefects.
- Thursday 3 September: All year groups return at the usual time.

On Wednesday 2 September, pupils should arrive by **8.25am** and make their way to the main yard. Staff will organise pupils into tutor groups before they attend their first Morning Meeting.

All pupils must wear the full, correct school uniform, which will be checked each morning. Further information is available on the school [website](#).

The first day

During their first morning, Year 7 pupils will:

- Spend time with their form group.
- Receive their timetable and learning pack.
- Take part in a short tour of the school.
- Be registered for the cashless catering system, where consent has been provided.

Details of the items included in the learning pack can be found in the [Family](#) and [Pupil](#) Handbooks. We also recommend that pupils bring a refillable water bottle.

For at least the first week, Year 7 pupils will have an extended lunch period to help them become familiar with the Dining Hall and its routines.

Pupils will receive plenty of support throughout their first week. There will be a daily Year 7 meeting, regular contact with form tutors and the Year 7 pastoral team, and support from Year 11 prefects.

Pastoral support

Our pastoral care is organised by year group. In the first instance, questions or concerns should be directed to **Mrs Moore**, Head of Year 7, or **Mrs Beaney**, Year 7 Intervention Manager.

As we are a busy school, it will not always be possible for a member of staff to speak with you immediately. However, we will respond as soon as we can. Parents and carers should not come into school without a pre-arranged appointment.

To arrange a meeting, please contact the school office on 0191 483 3199. Further information is included in the Family Handbook, which will be updated for the start of term.

School expectations

Information about our expectations for behaviour, attendance, mobile phones and school uniform is available at www.hebburn.net.

The Parents' section contains useful information about the day-to-day running of the school, while the full overview is provided in the Family Handbook. The Pupil Handbook is also available in the Pupils section of the website.

We regularly share updates on our Facebook page, which can be accessed through the school website.

Lunchtime arrangements

The Year 7 lunch period is from 12.15pm to 12.55pm. A two-course meal currently costs £2.90. This does not include a drink, although drinking water is available in the Dining Hall.

Pupils who receive free school meals will have £2.90 credited to their account each day. They may purchase additional items separately. A sample lunch menu and current prices are available on our [website](#).

On the first day, pupils paying for a school lunch must bring cash, as their cashless catering accounts cannot be activated until they have officially started school. Pupils receiving free school meals will have the cost deducted from their daily allowance. Pupils may bring a packed lunch instead.

Please note that **all** pupils must remain on the school site during lunchtime.

Cashless catering and ParentPay

We operate a cashless catering system that can recognise pupils by fingerprint. Where consent has been provided, Year 7 pupils will be registered on the school's biometric system during their first day.

Pupils can add money to their account using the machines in the Food Court and in the Technology corridor on Level 1. Parents and carers can also pay for lunches and school trips through [ParentPay](#), which is accessible from our website.

If you already have a ParentPay account for your child, you can transfer it to Hebburn Comprehensive from 1 September. New users will need an activation code. Letters containing these codes will be issued on Wednesday 2 September, once pupils are officially on roll.

Contacting the school

If you have any questions or concerns about your child's transfer, please contact the school office, Mrs Moore or Mrs Beaney on 0191 483 3199 from Wednesday 2 September.

We will also send information about [Class Charts](#) and [MCAS](#), our two main communication systems. Please ensure that the school has your current mobile telephone number and email address.

We are very much looking forward to welcoming our new Year 7 pupils in September. We hope they settle in quickly and enjoy a happy and successful five years at Hebburn Comprehensive.

Yours sincerely,



Mr D R Thompson
Head Teacher