



YEAR 8 TRANSFER BOOKLET
2024–2025



**DROITWICH SPA
HIGH SCHOOL**
AND SIXTH FORM CENTRE

HEADTEACHER'S WELCOME



Mr Brook
Headteacher

My team and I are delighted to extend a warm and heartfelt welcome to you as your child begins the next stage of their education with us at DSHS.

We're proud to work at DSHS, we're proud to serve this community and we're working tirelessly to create an atmosphere and environment to which the students are proud to belong. Proud of their academic achievements but also proud to be associated with a place that is known for nurturing and supporting young people to enjoy school and enjoy being themselves.

Our values are simple yet powerful; everyone (students and staff) in the school community needs to be Ready, Kind and Respectful.

Kindness is the foundation of a compassionate community; we should always look out for one another and be kind to each other. So is Respectfulness; respecting one another, keeping one another safe, respecting our surroundings, respecting difference. Readiness has wider connotations; we need to be ready to learn, on time and in the correct uniform, ready to improve, ready to concentrate and ready to try, ready to participate, ready to take responsibility. It has a wider meaning too. We should all be ready to forgive, to fail, to change, to try new things, to see things from others' perspectives, to serve our community etc.

In the following pages you will find contributions from my two Deputy Headteachers. Mrs Lloyd Davies will explain how we use our five Houses to make sure everyone has a tutor and a Head of House to look out for them and to give everyone a chance to be supported, to grow and be inspired, recognised, celebrated. Mrs Moss' section explains our vision for what happens in our classrooms (and at home!) in pursuit of academic success.

I am incredibly keen to ensure that you are kept up to date with what is happening at school; both generally but also specifically about your child. We primarily communicate (newsletters, updates from tutors and teachers etc.) via email; if you aren't receiving emails then please contact school reception.

We are partners in your child's education. Your involvement and support are invaluable to us and together we can create an appreciation of what school and education can do for young people. We will ask you to sign our Home School Agreement. Please do reach out if you have a concern about your child's time at school; we are here to support you and your child every step of the way.

I eagerly look forward to meeting your child, finding out more about them and encouraging them to be Ready, Kind and Respectful.

Yours faithfully,

A handwritten signature in blue ink that reads "J M Brook". The signature is written in a cursive, slightly informal style.

Mr J M Brook
Headteacher

INTRODUCTION FROM MRS LLOYD DAVIES and MRS MOSS



Mrs Lloyd Davies
Deputy Headteacher

We want every student to feel part of the school community. A sense of belonging is hugely important to us, not only for student success and well being, but also to promote responsibility and making positive contributions to school life.

Our house system is built on the principle of community and encourages healthy competition and supporting one another.. It gives us the chance to show our students that, whilst their academic progress is hugely important, their development as rounded individuals is also essential. It gives us opportunities to recognise and celebrate talent, perseverance, kindness and altruism..

Our Heads of House are immensely proud of their respective houses and they form an integral part of the Pastoral Team here at DSHS. Pastoral care is central to our work and the Heads of House lead teams of form tutors, who will be the first point of contact for you and your child. Your child's tutor will greet them each day, ensuring that they are, "ready, kind and respectful". These core values are at the heart of our ethos and we want every child to embrace these values throughout their time with us.

We will be in touch in September with an invitation to come in and get to know us. We look forward to seeing you then.

Mrs Lloyd Davies

Our curriculum empowers students by giving them knowledge and skills that sustain the international community that they live in. It is demanding, engaging and diverse. It is planned and adapted to allow all students to enjoy their learning and make progress in understanding the world around them.

Students experience a broad curriculum through a comprehensive range of subjects. In most subjects, students follow a three year KS3 course (starting in Year 7), developing skills and knowledge preparing them for their chosen studies at KS4. You can find information on setting on page 7.

We make sure that we work on literacy and numeracy across all our subjects. We also strive to make sure that social, moral, spiritual and cultural issues and themes are tackled across the curriculum too (e.g. looking at genetic engineering in Science or racism or misogyny in historical texts in English) as well as in our tutor programme to make sure the young people of Droitwich are prepared for the modern world. Extra-curricular opportunities offer students exposure to an assortment of sports, as well as Duke of Edinburgh, STEM activities, the Creative Arts, charity, and community events. An assortment of local and overseas visits and trips are offered too.

Subject specialists plan lessons to maximise learning time, engaging in meaningful academic work plus teaching positive and productive learning habits to aid their learning inside and outside of the classroom. We will be in touch in September with more information about homework and what parents can do to support with studying at home.

Mrs Moss



Mrs Moss
Deputy Headteacher

HOUSES



BULMAN HOUSE—LED BY MISS HANDS

Bulman House is named after Dr Jenny Bulman, who has lived locally for many years. Her work with other volunteers has done much to support people in this county. Most notably this has been through the creation of St Richard's Hospice, initially run from Droitwich and now a greatly valued Worcestershire institution.

D'OLIVEIRA HOUSE—LED BY MR JACOBS

D'Oliveira House is named after Basil D'Oliveira, who spent the early part of his life in South Africa before moving to England and settling in Worcester. As a cricketer he was not only highly successful when he represented the county and for England, he also played a significant part in bringing about peaceful change in South Africa.



PARKS HOUSE—LED BY MR KIRK

Parks House is named after Rosa Parks, the American woman whose simple gesture became an inspiration for the American civil rights movement in the middle years of the last century. Her refusal to give up her seat on a bus in Alabama stood as a symbol for those who wanted to bring racial segregation to an end.

ROWLING HOUSE—LED BY MR BROWN

Rowling House is named after JK Rowling, who was born in Bristol but grew up in Gloucestershire. She is a British novelist best known for writing the Harry Potter fantasy series.



WINSLOW HOUSE—LED BY MR HOOK

Winslow House is named after Edward Winslow, the Droitwich man who sailed with his wife on the Mayflower and was prominent among the Pilgrim Fathers. He was among the founders of the settlements that eventually became New England and went on to become the first of the United States.

OTHER KEY STAFF FOR NEW STARTERS / FAMILIES



Mr Hall
SENDco



Mr Broughton
Head of Safeguarding



Mr Buckell
Head of Community
Hub



Miss Farmer
Pastoral Support



Mrs Proust
Pastoral Support



Mrs Jones
Vulnerable Learners
Coordinator



Mrs Jacobs
In-house EWO
(Attendance Support)



Mrs Williams
Attendance
Administrator



Mrs Moffatt
Attendance
Administrator

THE DSHS WAY



These three principles are fundamental to a happy and successful school.

We expect our students to follow these principles in all areas of school life. However, this is not confined to the students. All members of the high school community are expected to adhere to these values and strive to ensure that the DSHS Way is central to our work.

We want all of our students to recognise the importance of being ready to learn, being kind to others and being respectful within the school community.

SETTING / GROUPS

In September the students will be in four different groupings.

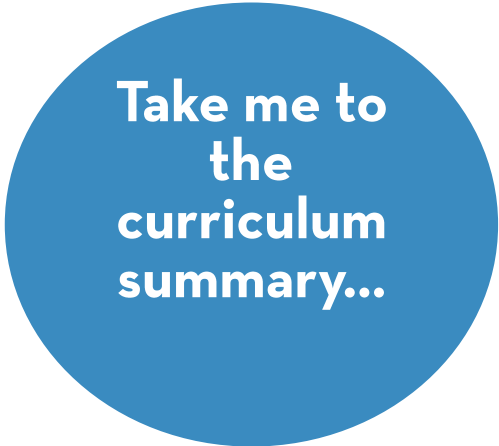
1. Tutor Group. Students are in this grouping for tutor time and for their lessons in Art, DT, Music, Food and Nutrition and PSHE. The groupings are small so that practical activities can be done safely. They are mixed prior attainment and we prioritise the 'soft' data from feeder schools as much as possible, whilst also making sure that new starters join the same house as their elder siblings.
2. Core Set A. Students are in this set for English, Geography and History, RE, Languages and Computer Science. These sets are mixed prior attainment (with the exception of our Access group) but different to their tutor group, whilst still paying attention to the 'soft' data.
3. Core Set B. Students are in this set for Maths, and Science. These sets take into account the 'soft' data but are driven by prior academic attainment. The sets are named after European cities.
4. PE sets. Students are in gender groupings.

LESSONS (HOURS) PER FORTNIGHT

The Access groups have a different mix of lessons but most students follow this pattern (hours per fortnight):

English 8, Maths 6, Science 7, French 5, or Spanish 5 Geography 2, History 3, Art 2, RE 2, Computer Science 3, Design Technology, Food and Nutrition 2, Music 2, PSHE 2, PE 4. You can find out more about what Year 8 students study in each subject in the Curriculum Summary booklet which is on the website.

In March of 2024 students have an opportunity to personalise their timetable for Year 9. They may choose to continue studying their language option as well as German whilst also selecting two (or only one if they have chosen two languages) from Art, Dance, DT, Drama, Food and Music for study in Year 9.



**Take me to
the
curriculum
summary...**

STUDENT TIMETABLES

	AM (08:50-09:00)	P1 (09:00-10:00)	P2 (10:00-11:00)	P3 (11:20-12:20)	PM (12:50-13:10)	P4 (13:10-14:10)	P5 (14:10-15:10)
Monday A	Tutor Time: Year 08: D08JB B2 JB	Sci KS3: Year 08: 08L_SciAsh E1 PJA	Eng KS3: Year 08: 08L_EngOrangutan L10 FS	Hist KS3: Year 08: 08L_HistOrangutan S8 TFS	Tutor Time: Year 08: D08JB B2 JB	Eng KS3: Year 08: 08L_EngOrangutan K16 HLH	German KS3: Year 08: 08L_GermanAsh T9 GF
Tuesday A	Tutor Time: Year 08: D08JB B2 JB	DT KS3: Year 08: 08L_DTD08JB A5 TCT	RelStud KS3: Year 08: 08L_RelStudOrangutan N13# KLD	French KS3: Year 08: 08L_FrenchAsh T9 GF	Tutor Time: Year 08: D08JB B2 JB	Eng KS3: Year 08: 08L_EngOrangutan K16 FS	Geog KS3: Year 08: 08L_GeogOrangutan N14 DAM
Wednesday A	Tutor Time: Year 08: D08JB B2 JB	Art KS3: Year 08: 08L_ArtD08JB M1-A1 JPB	PECore KS3: Year 08: 08L_PECoreOrangPanM1 R5 MDO	Food KS3: Year 08: 08L_FoodD08JB M5-Food SSD	Tutor Time: Year 08: D08JB B2 JB	Maths KS3: Year 08: 08L_MathsAsh J9 CW	Music KS3: Year 08: 08L_MusCD08JB P6-Music SPA
Thursday A	Tutor Time: Year 08: D08JB B2 JB	PECore KS3: Year 08: 08L_PECoreOrangPanM1 R5 MDO	Maths KS3: Year 08: 08L_MathsAsh J9 CW	PSHE KS3: Year 08: 08L_PSHED08JB A17 APQ	Tutor Time: Year 08: D08JB B2 JB	Sci KS3: Year 08: 08L_SciAsh C1 ECH	CSDM KS3: Year 08: 08L_CSDMOrangutan L5-ICT FD, SAJ
Friday A	Tutor Time: Year 08: D08JB B2 JB	Maths KS3: Year 08: 08L_MathsAsh J17 BR	Sci KS3: Year 08: 08L_SciAsh C1 ECH	Maths KS3: Year 08: 08L_MathsAsh J9 CW	Tutor Time: Year 08: D08JB B2 JB	RelStud KS3: Year 08: 08L_RelStudOrangutan N13# KLD	Sci KS3: Year 08: 08L_SciAsh E5 PJA

The school operates a two-week timetable; Week A and Week B which are largely symmetrical. Students will receive a printed copy of their timetable from their tutor on their first day and can access an electronic copy via the MyDSHSapp which can be downloaded onto their mobile phones.

For each taught part of the day; tutor and lesson time the timetable outlines the following information

Sci KS3: Year 08:
08L_SciAsh
E5
PJA

Line 1: **Subject of lesson** [Sci], **phase** [KS3]; **Year group** [Year 08]
Line 2: **Year group** [08], **band** [L], **subject** [Sci], **class name** [Ash]
Line 3: **Classroom** [E5]
Line 4: **Teacher initials** [PJA]

Tutors will make a point of going through the timetable with students on their first day to ensure they are confident in reading them.

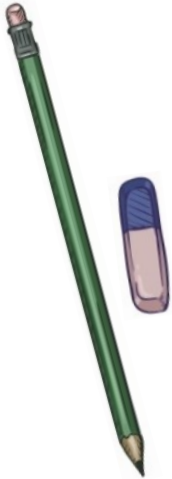
Each subject has a specific code on the timetable which are outlined below:

Timetable code	Subject
Art	Art
CSDM	ICT
DT	Design & Technology
Eng	English (literature & language)
Food	Food & nutrition (theory & practical)
French	French
Geog	Geography
Hist	History
Maths	Maths
Music	Music (theory & practical)
PECORE	PE (range of activities linked to seasons)
PSHE	Personal, social, health and economic
RelStud	Religious studies/philosophy & ethics
Sci	Science (biology, chemistry & physics will rotate)
Spanish	Spanish

BASIC EQUIPMENT



What are the seven basic pieces of school equipment you must carry?



PEN AND A SPARE
PENCIL AND A SPARE
RUBBER
RULER
CALCULATOR
SCHOOL BAG



You can buy spare equipment from us during term time



UNIFORM AND DRESS CODE

You can find our uniform list on our website (alongside all of our other policies). The list also includes where you get the items from.

The school blazer is now only available online. If you wish you can visit school to try on a blazer from our sizing set. You can also avoid the postage cost by having the blazer delivered to school.

Tracy Lakin is happy to meet parents and new starters after school Mondays to Thursdays between 3.130pm and 4pm until the end of term, to answer any uniform questions and to try items on.

We continue to have a good working relationship with ACE Essentials; you can get the logo'd PE polo shirt and school tie from them as well as all of the other 'off the shelf items' like shirts, skirts and trousers etc.

Areas of specific concern with uniform are:

- School shoes must be all black (but trainer style shoes are OK as long as they are leather or faux leather; no canvas)
- leggings are not acceptable
- false nails are not acceptable
- a hoodie (even if it has a zip) or a sweatshirt is not a substitute for a coat and shouldn't be worn. If it is made from sweatshirt material it is not acceptable.

Take me
to the
uniform
list...

NB: the pages in the uniform list relating to piercings, hair cuts etc. are out of date but will be updated later this month. You can use the document linked to above straight away to work out what clothing you need to buy (that is not changing) and we will send out a revised school uniform and dress code document in a couple of weeks' time.

DSHS AND ICT / COMMUNICATIONS

STUDENTS

Each student has a Microsoft 365 account. This gives them:

- a school email address that can be accessed on any device.
- a school Microsoft OneDrive (where they store their documents so they can be accessed on site but also offsite on any device).
- the ability to use the web versions of Word, Excel, PowerPoint etc. on any device
- the ability to download the latest version of Microsoft Office on to personal devices (free of charge).

Students are shown how to access this during their first few ICT lessons.

Students will also have access to our app that allows them to:

- view their timetable
- see what homework they have been set and when it is due in
- see how many positive reward points they have received (and from where)
- buy treats with their reward points (e.g. sweet treat, free item from the café, Nando's voucher etc).
- see their attendance

In addition, students can access the DSHS Launchpad, which is our intranet site. On here they can access the shared drives from each department, where there will be extra reading, past exam papers etc.

PARENTS

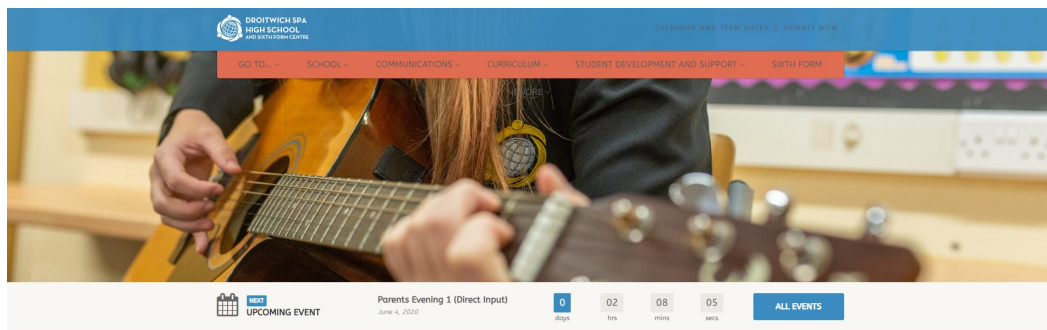
We hope our website (search for Droitwich Spa High) will have everything you need, including contact details for the Senior Leadership Team, each Head of House and each Head of Department. If there is something you cannot find please contact us.

We will always default to sending communication home via email. Please check your welcome letter carefully—if the email address is incorrect or missing (or you would like to change it) please let us know straight away on 01905 774421. If we have incorrect details it is likely you will miss important communication. If, in September, you are not receiving the school newsletter via email (normally weekly) then it is likely you are also missing other letters home.

All of our student information is stored in a system called Arbor. You will be sent details (via email) of how to log in to the Parent Portal of Arbor (or download and login to the Arbor app if you prefer).

In the Arbor Parent Portal (or App) you will be able to:

- Check and update the parent/guardian/emergency contact details that we have on file
- add/update medical conditions, allergies and GP information
- give consent for first aid and the use of biometric information
- give consent for school visits / clubs
- view your child(ren)'s timetable
- check your child(ren)'s attendance
- view your child(ren)'s school reports
- see your child(ren)'s homework
- track your child(ren)'s praise points
- pay for school visits etc.



SOCIAL MEDIA

We love to share our good news in the half termly newsletter but we also use our School Facebook and Instagram to share information, especially when we want to do it quickly or when there are lots of pictures / video.



<http://www.facebook.com/droitwichspahigh>



<http://instagram.com/dshsinsta>



PRACTICAL TIPS TO HELP YOUR CHILD PREPARE

For students who are moving from middle school to secondary school the summer can be a time of mixed emotions; excitement about a new start but apprehensive about what to expect. The bullet points below outline some strategies and suggestions to help make a smooth transition for you all.

Getting to school

- Practice the route to school using the method of transport they will be using preferably at the time of day they will be travelling to help anticipate traffic or busy roads.
- Discuss with your child what they would do if....they missed their bus, lost their bus pass etc.
- Chatting to older siblings, relatives or friends about what to expect on the bus can be reassuring.
- Given them emergency numbers in their school bags.
- Ask them to text you when they arrive safely at school.
- Arrange for them to walk with friends.
- Remind them of the entrance they need to use on their first day.
- Suggest they arrange a meeting place on the school site to meet friends when they arrive.

Being ready and managing new routines

- Read the school map and their timetable together.
- Suggest they copy out their timetable, with different colours for each subject and place somewhere visible to help manage their equipment and books for each lesson.
- Encourage them to pack their schoolbag the night before, checking their timetable and MyDSHSapp so they have all additional equipment and know whether it is Week A or Week B.
- Issue students with a plastic folder to carry worksheets and homework so they remain neatly presented.
- Find a secure section of their bags for their mobile phone, bus pass and loose change.

Settling in and making new friends

- Getting involved in extracurricular activities and house competitions is a great way of getting to know students in different classes and year groups.
- If they are feeling nervous it might be helpful to have a conversation so they can express their feelings and they can be reassured that everyone is in the same situation at the start of the year.
- They may feel apprehensive that they haven't made new friends in the early days, assure them that friendships take time to develop.

Taking time to settle

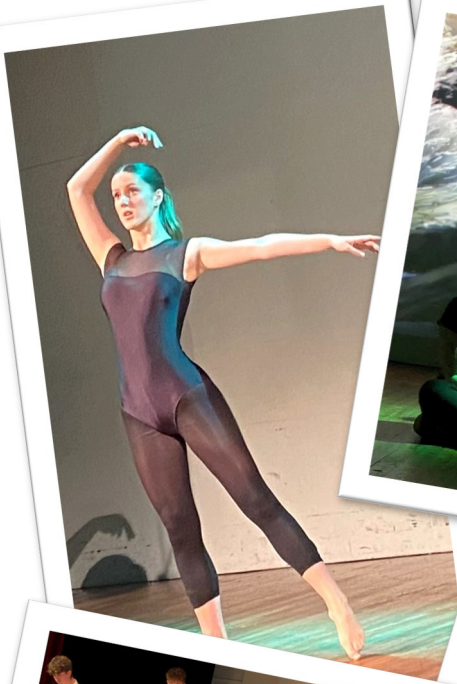
- New friendships can take time to build and students may feel upset when this happens. Reassure them that it takes time to make new friends. If you are worried do get in touch with their tutor.
- Suggest they join a club or get involved in a house competition or activity as a way to meet new students in other tutor groups, classes and year groups. Our social media is a great place to get an idea of the clubs, activities and competitions that have happened.
- Older siblings and relatives in the school are good to talk to about their concerns.

Leaving homework to the last minute

- Using a calendar/planner write down the deadlines for each subject homework in different colours.
- Create a quiet space for them to do their homework, away from distractions.
- Help them to prioritise homework into immediate and longer term activities to meet specified deadlines.

Taking longer than expected to complete homework

- If this is happening infrequently—don't panic it may be they have found the work slightly more challenging than previous homework, or were really interested and did additional research or simply wanted to do a good job and took their time.
- If this is happening more regularly have a chat .Discuss if they understand what is required, they may not be clear on the level of detail required and are trying to do too much, or are finding the work hard.
- If you find this is happening routinely, encourage them to approach their teacher and ask for help. If they lack the confidence to do this do contact the school office or the subject teacher who will be happy to discuss the situation.



SCHOOL DAY AND TERM DATES

THE SCHOOL DAY

08:45	Morning Registration
09:00	Lesson 1
10:00	Lesson 2
11:00	Break
11:20	Lesson 3
12:20	Lesson 4
13:20	Lunch
13:50	Tutor Time/Assembly
14:15	Lesson 5
15:15	End of School Day

THE FIRST DAY

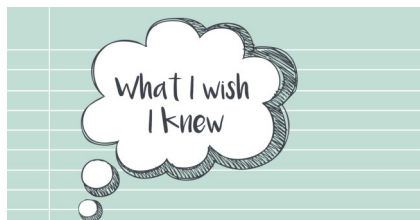
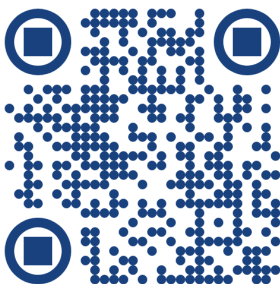
New Year 8s should make their way to the Sports Hall at 08.45 on Wednesday 4th September where their tutor will be ready to collect them and guide them to their tutor room.

Year 8 will spend some time in their tutor groups getting to know one another and their tutor on the first day. They will also have a year group assembly. During the first day they will also have their thumb scanned for the cashless catering (see later pages).

For the duration of the first week Year 8 will go to lunch slightly earlier than the rest of school and will also have a slightly earlier finish time (3pm instead of 3.10pm) to get them acclimatised in quieter conditions.

TERM DATES

You can find our term dates on our [website](#).



Scan the QR code to see our Yr. 8s advice about what they wish they had known about starting high school.

CATERING AT DSHS

We have been providing catering in house for many years. Students can enjoy a range of healthy and popular food at breakfast, break-time and lunchtime, which complies with the School Food Plan and School Food Standards Regulations. We regard the manner in which it is purchased, delivered and served as a key priority in order for it to play a constructive part in the education of children.



We operate in three catering outlets:

1. The Big Apple which is situated between the Science Block and the Main Classroom Block
2. The Little Apple Cafe in the S&T Block at the far end of the school site
3. The Apple Core in the Sixth Form Area.

On the last inspection from Worcester Regulatory Services, we again received the 5-Star Food Hygiene Rating, as we have since 2010.

Students buy their food using a cashless biometric system. This employs the latest technology to eliminate the need to carry cash throughout the day. The system works by taking measurements of the thumbprint, but it **does not** capture a complete image. . This means that the original thumbprint cannot be reconstructed from the data used. Schools are not allowed to use biometric information for any reason other than the express purpose for which it was collected

Under GDPR regulations, biometric permission is required prior to the thumb scan on the first day of term; there is an alternative of a pin number if permission is not received.

There is a wide variety of menu choices, all of which are prepared on site. The menus and price lists are on the School Website and on the DSHS Launchpad and are based around the school timetable of Week A & Week B. Allergen information is available on menu content for all items.

The food offer is as follows with Meat Free Mondays every week:

- Hot snack meals in a pot
- Hot vegetarian snack meals in a pot
- Hot tasty snack choices
- Jacket potatoes with fillings
- Baguettes, sandwiches and wraps
- Salad and cold pasta pots
- Fruit and home-made yogurt
- Home-baked cakes and cookies
- Cold drinks and ice-creams

Payment for catering is made using Arbor Pay.

Arbor Pay is not only used for adding credit for school meals, but also is the necessary requirement for trip payments, revision guides, workbooks, DofE expeditions, prom and theatre tickets etc.

Arbor Pay is inside the Arbor Parent App. For more details about the app please see page 11.

How much credit is on a student's catering account?

The catering account balance can be found on your Arbor Parent App or students can check their balance at the tills after being served. It is essential to stay in credit for School Meals if students wish to purchase food or drink.

A loan can be requested if funds are low and e-payments have not yet come through the system or if students have forgotten to bring food from home.

Repayment is made directly once the Arbor Pay account is topped up. If you would prefer not to have loans applied, please advise by emailing the school kitchen.

Transaction details

If you would like to know more about what particular items are being purchased with the money allocated to school meals you can see this in the Arbor Parent App too.

Pupil Spending Limits

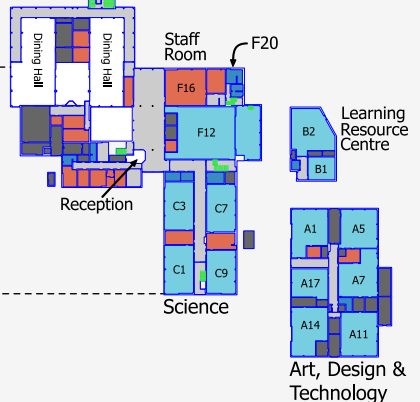
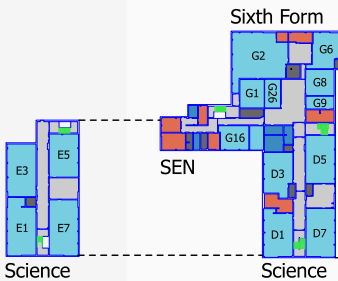
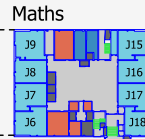
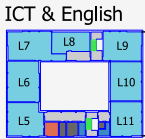
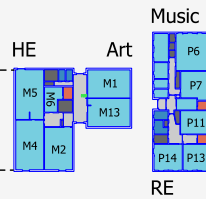
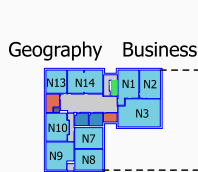
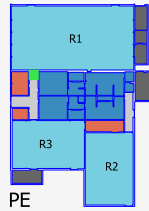
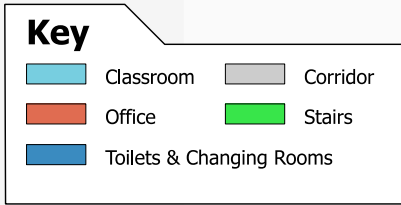
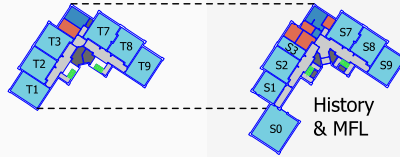
Each student has a spending limit on his or her catering account of £5 per service unless we are instructed otherwise. If you would like to set a different limit, such as a total amount to spend per day or some at break or lunch, this can be arranged by emailing the school kitchen with student's name, tutor group and your preferences. These will then be entered on the system. This is especially helpful when paying a larger amount online instead of making daily payments, thus ensuring it is not all spent quickly.

If you have any comments, questions or queries at any time, please do not hesitate to contact us: -

Email
schoolkitchen@droitwichspahigh.worcs.sch.uk

Phone
01905 774421 ext. 6073 or press the option for catering on the automated message.

SCHOOL MAP



Second Floor

First Floor

Ground Floor

