

# TIBSHELF

## COMMUNITY SCHOOL



# TRANSITION PACK

ALTA PETE  
"AIM HIGH"



[www.tibshelf.derbyshire.sch.uk](http://www.tibshelf.derbyshire.sch.uk) - 01773 872391

# Content Page

<b>Welcome</b>
<b>Our Character Values</b>
<b>Admissions and Transition</b>
<b>Term Dates and INSET days</b>
<b>School Day Timings</b>
<b>Transport</b>
<b>Communication and Cashless Payments</b>
<b>School Uniform</b>
<b>Equipment</b>
<b>Lunch and Free School Meals</b>
<b>Y7 &amp; Y8 Curriculum and Homework</b>
<b>Effort</b>
<b>Enrichment</b>
<b>Safeguarding</b>
<b>Absences</b>
<b>Key Staff</b>
<b>Transition Checklist</b>

## Message from Headteacher

I would like to take this opportunity to warmly welcome you all to the Tibshelf school community and the beginning of a great journey with us over the next five years. Starting a new school is an exciting time and we are looking forwards to working alongside families and primary schools to ensure that the journey up to Tibshelf is an exceptional experience. We are looking forward to meeting you at transition, however our programme goes much further than just these visits. Students will be completing academic bridging units in year 6 to prepare them for the challenges of key stage 3 and, of course, our pastoral team will be working to support the wellbeing of all of our young people.

This booklet is a valuable resource for you to prepare for secondary school and I hope that you find it informative. Please do get in touch with us if we can support you in any way and I look forwards to meeting you all in the next few weeks.

**Mrs Wainwright (Headteacher)**



## Message from the Director of Primary Transition



I am incredibly proud to work at Tibshelf Community School and I am constantly overwhelmed by the lengths our staff will go to ensure every one of our students can succeed. Having worked in three different authorities myself so far; teaching and supporting students between ages 11-18, I recognise how important the transition journey is. It is a crucial element of each young person's life, and we must get it right for them.

Whilst the transition journey begins in Year 6, it continues throughout your child's time with us at Tibshelf School. I will be there every step of the way, alongside our dedicated staff, to ensure our young people receive the best possible transition offer.

**Mr Stanhope - Assistant Headteacher (Transition)**

**I was really scared to start this school and I felt anxious about the fact that it was much bigger than my primary school and that I wouldn't know where I was going and didn't know any teachers. But all the teachers and the older kids were really kind and helped me to find my way around.**  
**Tilly (Year 7 student)**

# Our Character Values

Tibshelf Community School is driven by our Character Values. This means we all live by our six Character Values:

**Respect, Community Spirit, Integrity, Resilience, Positivity, and Curiosity.**

Our Character values were developed in collaboration with students, parents, staff and governors and are at the heart of all that we do. Our values give every member of our learning community a shared understanding of how we should behave so that we can all be happy and successful.

As a Tibshelf Community School student, our young people will be expected to:

- Aim High in everything they do and fully embrace our Character Values
- Be Positive and determined to demonstrate excellent effort
- Make the most of every opportunity offered to them to ensure their educational experience is positive and one which they will remember for the rest of their lives



**Resilience**



**Respect**



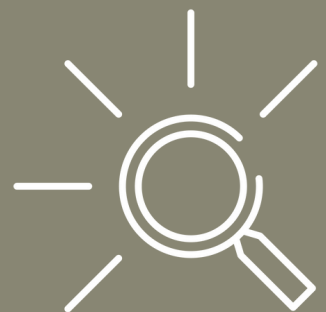
**Positivity**



**Integrity**



**Community Spirit**



**Curiosity**

## Admissions

For us to add your child to our school roll we require you to complete an admission form. The admission form is to be completed electronically and a link to this will be text/emailed to the telephone/email address you provided in your application to Derbyshire County Council. The admission form must be completed and submitted by Friday 10th June.

If you do not receive this link, please contact [admissions@tibshelf.derbyshire.sch.uk](mailto:admissions@tibshelf.derbyshire.sch.uk) or [transition@tibshelf.derbyshire.sch.uk](mailto:transition@tibshelf.derbyshire.sch.uk)

In the admission form there will be information about our Home School Agreement and Acceptable use for ICT policy, you will need to read these with your child before signing them.

## Transition

To make Transition as smooth as possible we have organised four days for your child to come to Tibshelf Community School. These days are:

Tuesday 27th June – Friday 30th June and will run each day 08:30 – 14:50.

On these days your child will need to wear their primary school uniform, bring 2 x pens and either a packed lunch from home or have money on their Parent Pay to buy their lunch in the canteen.

The Transition days will involve meeting their form teacher, being involved in House competitions, having lessons in a range of subjects, registering for Accelerated Reader, as well as taking part in STAR Maths and much, much more!

### Term Dates

The 2023/2024 academic year will begin w/c 04 September 2023 (day to be confirmed) for Year 7.

- Term 1 4th Sept 2023 – 27th Oct 2023
- Term 2 6th Nov 2023 – 22nd Dec 2023
- Term 3 8th Jan 2024 – 16th Feb 2024
- Term 4 26th Feb 2024 – 28th March 2024
- Term 5 15th Apr 2024 – 24th May 2024
- Term 6 3rd June 2024 – 23rd July 2024

### Inset Dates

- Term 1 Monday 4th September 2023
- Term 2 Friday 24th November 2023
- Term 6 Friday 28th June 2024
- Term 6 Monday 22nd July 2024
- Term 6 Tuesday 23rd July 2024





## School Day Timings

School starts at 08:30 and ends at 15:00, with most after-school enrichment activities running until 16:00.

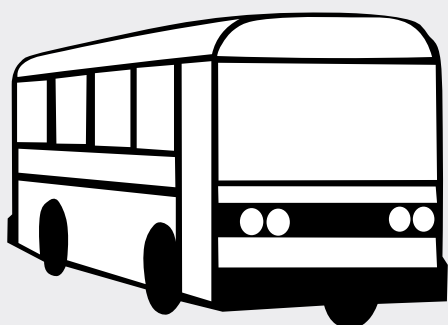
<b>Form Time</b>	<b>8:30am – 8.50am</b>
<b>Period 1</b>	<b>8.50am – 9:50am</b>
<b>Period 2</b>	<b>9:50am – 10:50am</b>
<b>Break</b>	<b>10:50am – 11:10am</b>
<b>Period 3</b>	<b>11:10am – 12:10pm</b>
<b>Period 4</b>	<b>12:10pm – 13:10pm</b>
<b>Lunch</b>	<b>13:10pm – 14:00pm</b>
<b>Period 5</b>	<b>14:00pm – 15:00pm</b>
<b>Enrichment / Intervention</b>	<b>15:00pm – 16:00pm</b>

## Transport

Travelling to and from school can be one of the things students worry most about when moving to a new school, particularly if the journey is public transport.

Although public transport is outside the school's jurisdiction, staff will always be available to support students in any way they can.

The bus fare on both the Derbyshire County Council and Privately Contracted Buses is £1 each way.



***All bus times are  
accurate at the time  
of sending this booklet***

<b>Hilcote</b>	<b>8:04am</b>	<b>Returns at 3:10pm</b>
<b>Blackwell Hotel</b>	<b>8:10am</b>	
<b>Newton Green</b>	<b>8:12am</b>	
<b>Tibshelf Community School</b>	<b>8:20am</b>	

**Redfern Coaches (420)** - Derbyshire County Council Contracted Bus - **DCC Bus Pass Holders ONLY**

<b>Heath, Main Road</b>	<b>7:50am</b>	<b>Returns at 3:10pm</b>
<b>Holmewood, Heath Road</b>	<b>7:56am</b>	
<b>North Wingfield, Williamthorpe Road</b>	<b>7:59am</b>	
<b>Pilsley, Primary School</b>	<b>8:08am</b>	
<b>Tibshelf Community School</b>	<b>8:20am</b>	

**DW Coaches (420)** - Privately Contracted Bus - **Fare Payers ONLY, No DCC Bus Pass Holders**

<b>Heath, Main Road</b>	<b>7:50am</b>	<b>Returns at 3:10pm</b>
<b>Holmewood, Heath Road</b>	<b>7:56am</b>	
<b>North Wingfield, Williamthorpe Road</b>	<b>7:59am</b>	
<b>Pilsley, Primary School</b>	<b>8:08am</b>	
<b>Tibshelf Community School</b>	<b>8:20am</b>	

**Redfern Coaches (422)**

<b>Higham, Crown Inn</b>	<b>7:40am</b>	<b>Returns at 3.25pm</b>
<b>Stonebroom, Birkinstyle Lane</b>	<b>7:50am</b>	
<b>Morton, Main Road</b>	<b>7:55am</b>	
<b>Mickley, Main Road</b>	<b>8:00am</b>	
<b>Westhouses, Park Lane / Alfreton Road</b>	<b>8:05am</b>	
<b>Newton Green</b>	<b>8:12am</b>	
<b>Tibshelf Community School</b>	<b>8:20am</b>	

**Stagecoach (56) – Public Transport**

<b>Chesterfield</b>	<b>7:20am</b>	<b>Returns at 4pm</b>
<b>Hasland Toll Bar</b>	<b>7:27am</b>	
<b>Temple Normanton</b>	<b>7:32am</b>	
<b>North Wingfield, Little Morton Road</b>	<b>7:40am</b>	
<b>Pilsley, Gladstone Arms</b>	<b>7:47am</b>	
<b>Tibshelf, White Hart</b>	<b>7:53am</b>	

## Transport continued

Derbyshire County Council aid with transport for full time secondary school students to the end of statutory school age who do not live within walking distance of their normal area school (3 miles).

Parents who send their children to a school which is not their normal area school will not normally receive assistance with their transport costs.

Transport will be provided for students with Special Educational Needs and/or disabilities who attend their nearest school, where the journey exceeds the statutory walking distances or in other cases in accordance with Derbyshire County Council's Special Educational Needs Transport policy.

If you think your child may be entitled to free travel due to them being eligible for free school meals or because you receive maximum Working Tax Credit, then you can apply directly to Derbyshire County Council via their website [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

## Communication

Our school website contains a host of useful information, and we will keep this updated to include all the transition information for you and your child. We strongly advise that you visit our website regularly to keep abreast of all the general school information.

Also follow us on Twitter (@tibshelfschool) Facebook (Tibshelf Community School) or Instagram (@tibshelfschool) to see up-to-the minute information about the exciting activities taking place.

You can also find copies of all generic letters in the 'Letters and Communication' section of our website.

## Cashless Payments

**We are a cashless school, and all payments should be made via our secure online payment facility, ParentPay.**

**ParentPay is easy to use and gives you the freedom to make payments at a time that is convenient to you, 24 hours a day, 7 days a week, eliminating the need to send cash into school.**

**You will receive your ParentPay password before the transition days in June. More information can be accessed online via the ParentPay website [www.parentpay.com](http://www.parentpay.com)**

**If you have any issues with ParentPay, then please email [finance@tibshelf.derbyshire.sch.uk](mailto:finance@tibshelf.derbyshire.sch.uk)**



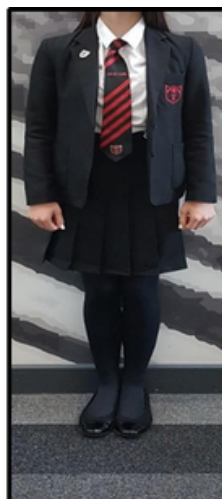
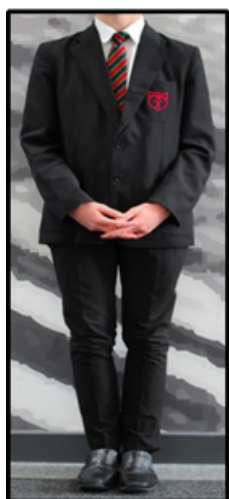
## School Uniform

Our uniform policy allows every member of our school to feel equal, irrespective of their background. By wearing the school uniform, our students feel smart, professional, and prepared not only for their learning, but the world of work. When students wear their uniform, with pride, they respect our school positively in the local community and beyond.

Blazer	School blazer with school embroidered logo must be worn. <b>Hoodies, fleeces, and denim jackets are not permitted.</b>
Trousers	Tailored black trousers. <b>Jeans, leggings, and corduroy are not permitted.</b>
Tie	Black / Red striped with school badge.
Skirt	Black knee length skirt.
Shirt	Plain white, long, or short sleeved formal shirt buttoned up at the collar. The shirt must be long enough to be tucked into their trousers or skirt. Long-sleeved and/or coloured t-shirts <b>are not permitted</b> under school shirts.
Optional Knitted Jumper	Plain black V neck jumper.
Optional Knitted Cardigan	Plain black V neck cardigan.
Shoes	Formal, smart, black leather, suede, or patent shoes with no visible branding.  Trainers of any description are <b>not permitted</b> including black leather trainers with no markings. Boots (defined as anything that touches or comes above the ankle bone) <b>are not accepted.</b>

Socks/Tights	Plain Black. <b>Patterned or footless tights are not permitted.</b>
Jewellery	Students may wear a watch and one pair of stud earrings. Stretcher-style earrings are <b>not permitted</b> . The wearing of body, facial or tongue piercing jewellery or retainers are <b>not accepted</b> .
Make Up / Nails	Students may wear subtle make-up limited to foundation, tinted moisturiser, concealer, and mascara. Acrylic/gel or false nails are <b>not permitted</b> .
Hair	<b>We do not allow extreme hair styles.</b>
PE Kit	Students are required to wear our school PE kit which comprises of a red shirt, black tracksuit bottoms/leggings/shorts and a ¼ zip jumper. Trainers must also be worn.

All uniform should be ordered from our online supplier Sportswear International by going to [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk)



# Equipment

So, we can support our students to become organised, resilient learners, we expect them to arrive at every lesson equipped for learning. Students will be provided with their planner either during the Transition days or at the start of the school year.

In addition, students are required to have a basic set of equipment stored in a pencil case as follows:

- Blue or black pens (two minimum)
- Red Pen
- Pencil
- Eraser
- Glue Stick
- Ruler
- Highlighter
- Sharpener
- Reading Book
- Scientific calculator – available to buy from the ParentPay shop
- Maths set (containing compass, ruler, and protractor) – available to buy from the ParentPay shop

## **The following items are also required:**

- Clear container labelled with the student's name to take home anything made in Food Technology.
- Apron – students can usually borrow these from school; however they are available to buy from the ParentPay shop.

Items purchased from the ParentPay shop will be distributed in September at school.

The ParentPay shop is accessible to all, you do not need a ParentPay account to purchase items.

## **Damage to School Equipment**

Whilst accepting that genuine accidents do sometimes happen, if school equipment sustains damage because of negligence or wilful misuse, Parents/Carers will be asked to contribute towards the repair costs. This is in line with our Charging and Remissions Policy which is available to view under the Policies section of the school website.

**To future Year 7s, don't worry about joining Tibshelf, it isn't as scary as you may think. Yes, you might not be in the same classes as your friends, but there are plenty of people to make friends and socialise with, and lots of staff to help you settle in.**

**Maddie (Year 7 Student)**

## Lunch

Our school lunch menu is excellent value for money and provides students with a tasty nutritious, freshly prepared hot or cold meal every day. Fully compliant with the Governments Healthy Schools Standards, our onsite catering team delivers a three-week menu cycle full of varied dishes. For £2.35, students can purchase a hot meal and dessert or for £2.60 our 'meal-deal', consisting of a hot meal, dessert, and a drink.

Should you feel, your child may need additional support to access our lunchtime provisions, whether this be as a result of dietary needs, or due to food allergies then please email our Catering Manager [c.dymock@Tibshelf.Derbyshire.sch.uk](mailto:c.dymock@Tibshelf.Derbyshire.sch.uk)

Students pay for meals using their finger via our biometric payment system, removing any requirement to bring cash into school.

Students who bring a packed lunch from home are still able to access our canteen and eat with friends who may be purchasing a school dinner.



## Free School Meals

A lot of people don't claim free school meals even though they're entitled. You don't need to worry about other children knowing your child gets free school meals, only the school and catering staff will know.

If you get any of these benefits, you could be eligible:

- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The Guarantee Element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit (WTC) and have an annual gross income of no more than £16,190) as assessed by HRMC.
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

To find out whether you are eligible to claim any benefits call the Derbyshire County Council welfare benefits helpline telephone 01629 531535

If your child receives free school meals, you will need to complete a new form. To apply go to [www.derbyshire.gov.uk/freeschoolmeals](http://www.derbyshire.gov.uk/freeschoolmeals)

## Year 7 and 8 Curriculum

Young people only get one opportunity to learn. We owe it to our students to ensure the curriculum is exciting, engaging and provides them with every opportunity to achieve educational outcomes that will make their future success inevitable.

Students participate in 25, one-hour lessons per week. We operate a two-week timetable which means students' lessons are spread across 'Week A' and 'Week B'.

In Years 7 and 8, our focus is to develop the foundations needed for successful learning across a range of subjects. Students will study English, Mathematics, Science, Languages, PE, Technology, History, Geography, Performing Arts, Computing and Art.

**I like coming to school every day knowing that the lessons will be fun. I love seeing my friends and I have met so many since starting in September.**

**Cerys (Year 7 student)**

**The food is so much nicer than at primary and the teachers have good humour and try to make everyone enjoy their lessons, so we aren't always just doing writing.**

**Adam (Year 7 Student)**

**I think the transition was good because I met loads of new friends. It is also good here because the teachers always try hard and help me to do well.**

**Lillian (Year 7 Student)**

**At first, I was scared about making new friends, as there is so many more people in my year group than at primary, but once I was here it was absolutely fine and I now have lots of new friends.**

**Charlotte (Year 7 Student)**

## Homework

Homework will take different forms and play to a variety of different learning styles. For example, in English, students will do independent reading and comprehension skills tasks, while Languages and Geography give students a homework 'menu' where they can choose which homework task to complete over an extended period, for example, a half-term. If students struggle to complete homework at home, then they can complete this in the library during lunch times and after school.

## Effort

We believe that a student's success will depend upon two factors: their effort and their attitude. We will spend considerable time talking to students about effort. At regular points in the school year, we will capture a student's effort and their attitude to learning and report this home to you. You will receive your first report within the first half term and following this report there will be a tutor/parent meeting to discuss the report as well the opportunity to ask any other questions that you have.

## Enrichment

We strongly believe that Curriculum Enrichment plays a pivotal role in promoting the values of our school and we aspire to offer a wide range of opportunities to all students. These activities aim to develop cross-curricular themes and give students the chance to enjoy a wealth of experiences beyond the classroom.

We offer a full range of activities for students to participate in. Our after-school enrichment programme features a full programme of sports, arts, and learning-based clubs, most of which run from 15:00 to 16:00 each evening. Our after-school enrichment programme changes each half-term and can be accessed on the school website and school media sites.

The Enrichment Programme culminates in a dedicated Enrichment Week of trips and activities which takes place during the last week of the summer term. In previous years students have had the opportunity to visit Hereford, Scarborough, France or to participate in exhilarating activities at school. Our enrichment booklet is usually sent out during the first term of the school year.

In previous years our Year 7 students have visited Pleasley Vale Activity Centre at the beginning of the school year.

## Safeguarding

Tibshelf Community School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns, which they may have about their own safety or the well-being of others. Safeguarding relates to all aspects of school life including student's health and safety, meeting the needs of students with medical conditions, providing first aid, educational visits, internet or e-safety and appropriate arrangements to ensure school security as well as protecting children from deliberate harm. At Tibshelf we understand that safeguarding is everyone's responsibility. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support the whole community.



# Absences

## Medical Appointments

Where possible, please avoid booking appointments during school time. If this is unavoidable, please make them so that your child can attend before the appointment and return afterwards. Should your child need to have time off school for a medical appointment please let school know in writing prior to the appointment. This letter should then be shown to the Safeguarding and Intervention Manager, Mrs Riley, and it will be recorded on the register. Should they need to leave school during the school day details of the time you wish to collect your child need to be on the letter and this should be shown to Student Services in order for them to sign out of school. All students must be collected from school by an appropriate adult unless prior arrangements have been made.

## Special Leave of Absence

If your child needs to be absent from school for any other reason apart from illness/medical appointments a Special Leave of Absence form needs to be completed, these forms are available from Student Services and should be completed where possible 4 weeks prior to the absence. It is then at the school's discretion as to whether the absence will be authorised or not. Please note that requests for leave will only be considered in exceptional circumstances.

## Illness

If your child cannot attend school due to illness, please contact school as soon as possible. Please phone all absences through to the main school number, and select option 2 for reporting students as absent, leave a clear message with your child's full name, year, form, and reason for their absence. Please contact school each day of their absence. This answering service is available 24 hours a day.

## If your child is ill during the school day

If your child is ill during the school day, on call will be contacted and medical will collect your child from the classroom. If the Medical Welfare Officer feels that they are too unwell to stay in school then, with the permission of the Head of Year, parents/carers will be contacted. Students should not contact home without the permission of their Head of Year.

## Medication

Should your child be on any medication then please contact the School Medical Welfare Officer to discuss, prior to the start of the medication being issued. All medication needs to be kept in the First Aid room and can only be given to the pupil with written permission from parents/carers. A copy of the medical administration form is available on the medical section of the school website.

## Tibshelf Community School - Medical

As a school we follow Department for Education guidance to provide support for students with medical conditions. Should your child have a serious medical condition please contact the Medical Welfare Officer to discuss, it will then be decided if a Health Care Plan needs to be put in place for your child. It is vital that you keep the Medical Welfare Officer, Miss Marshall up to date with any changes in your child's condition so that the relevant care can be put in place for your child.

## Key Staff

We understand that transition to a new school can quite often be more stressful for parents than it is for their children. To support with this, we have made getting in touch easy.

To ensure we can respond to any questions or concerns you may have at the earliest opportunity, we have a dedicated email address:

[Transition@Tibshelf.Derbyshire.sch.uk](mailto:Transition@Tibshelf.Derbyshire.sch.uk)

We will provide opportunities to meet lots of different key staff over the transition period. The following staff will be key for you and your child throughout the transition journey.



Mrs Wainwright  
Headteacher



Mr Stanhope  
Assistant Headteacher  
(Transition)



Mrs Tipping  
Assistant Headteacher  
(SENDCo)



Mr Allbright  
Head of Year 7




Mrs Riley  
Safeguarding & Intervention  
Team Manager



Miss Marshall  
Medical Welfare Officer

# Transition Checklist

To help you prepare for the Transition journey, we have put together a checklist of key things to complete.

		
<b>Admissions Form, including Home School Agreement and Acceptable use of ICT</b>	<b>Completed and submitted by 28 May</b>	
<b>Uniform</b>	<b>Ordered online <a href="http://www.swischoolwear.co.uk">www.swischoolwear.co.uk</a> before 1 August</b>	
<b>PE Kit</b>	<b>Ordered online <a href="http://www.swischoolwear.co.uk">www.swischoolwear.co.uk</a> before 1 August</b>	
<b>Equipment</b>	<b>Purchased or ordered from the ParentPay shop</b>	
<b>ParentPay</b>	<b>Logged in and put money on for student lunches before the Transition Days (if eating from the canteen). Email <a href="mailto:finance@tibshelf.derbyshire.sch.uk">finance@tibshelf.derbyshire.sch.uk</a> if you have any issues</b>	
<b>Twitter or Facebook</b>	<b>Follow us on Twitter @tibshelfschool or Facebook – Tibshelf Community School to see up-to-the minute information</b>	
<b>Transport</b>	<b>Check to see if applicable and apply online <a href="http://www.derbyshire.gov.uk">www.derbyshire.gov.uk</a></b>	
<b>Free School Meals</b>	<b>Check to see if applicable and apply online <a href="http://www.derbyshire.gov.uk/freeschoolmeals">www.derbyshire.gov.uk/freeschoolmeals</a></b>	
<b>Dates for the Diary</b>	<b>Make a note of the Transition Days and Parent Information Evening</b>	