

TIBSHELF

COMMUNITY SCHOOL



PARENT TRANSITION PACK

ALTA PETE
"AIM HIGH"



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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 forward 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 forward 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 each and 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 every 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 - Senior 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

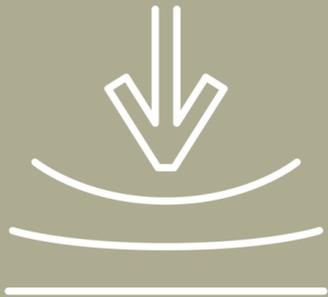
Tibshelf Community School is driven by our Character Values. This means we all live by our six Character Values:

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



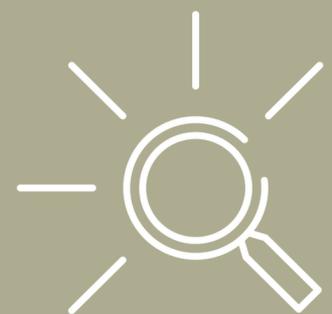
Positivity



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, 3rd April 2026.

If you do not receive this link, please contact admissions@tibshelf.derbyshire.sch.uk or 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 the transition as smooth as possible, we have organised four days for your child to come to Tibshelf Community School. These days are:

Monday 22nd June - Thursday 25th June and will run each day 08:30 – 14:50.

On these days, your child will need to wear their primary school uniform, bring two 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, such as English, Maths, Science, Physical Education, plus many more subjects.

Term Dates

Inset Dates

- **Term 1 4th Sept 2026 – 23rd Oct 2026**
- **Term 2 2nd Nov 2026 – 18th Dec 2026**
- **Term 3 4th Jan 2027 – 12th Feb 2027**
- **Term 4 22nd Feb 2027 – 25th March 2027**
- **Term 5 12th Apr 2027 – 28th May 2027**
- **Term 6 7th June 2027 – 26th July 2027**

- **Friday 4th September 2026**
- **Friday 27th November 2026**
- **Friday 12th February 2027**
- **Friday 25th June 2027**
- **Monday 26th July 2027**

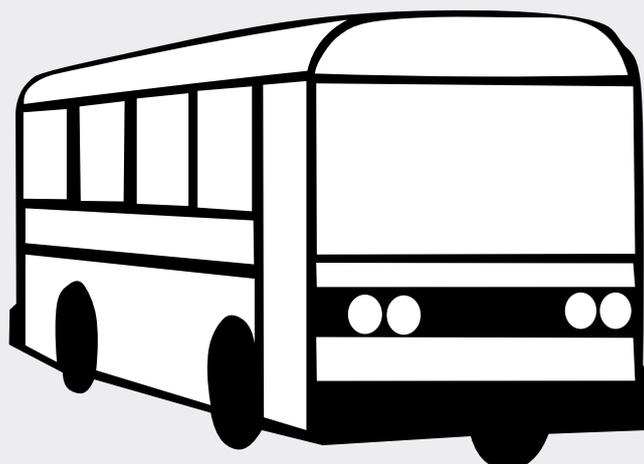
School Day Timings

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

Form Time	8:30am – 8.50am
Period 1	8.50am – 9:50am
Period 2	9:50am – 10:50am
Break	10:50am – 11:10am
Period 3	11:10am – 12:10pm
Period 4	12:10pm – 1:10pm
Lunch	1:10pm – 2:00pm
Period 5	2:00pm – 3:00pm
Enrichment / Intervention	3:00pm – 4:00pm

Transport

Getting to and from Tibshelf Community School safely and efficiently is a priority for us. On this [Transport page](#), you'll find all the essential information about our transport options, including bus services, routes, schedules, and guidelines for ensuring a smooth journey. As your child prepares to move to secondary school, planning the daily journey in advance will help them feel more confident and ready for this new chapter.



Transport continued

Derbyshire County Council aids 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 (three miles).

Parents who send their children to a school that is out of catchment 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

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 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

If you have any issues with ParentPay, then please email finance@tibshelf.derbyshire.sch.uk

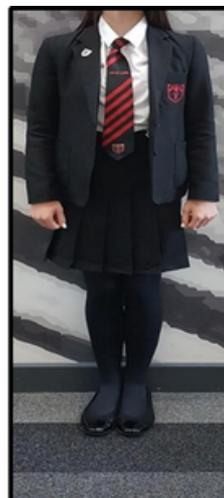
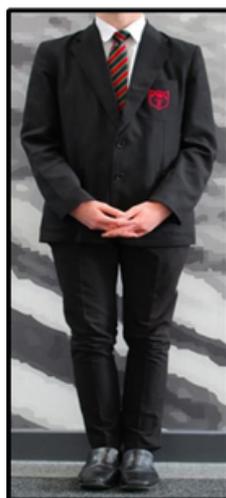
School Uniform

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 also for 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. Hoodies, fleeces, and denim jackets are not permitted.
Trousers	Tailored black trousers. Jeans, leggings, and corduroy are not permitted.
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 are not permitted 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 not permitted including black leather trainers with no markings.

Socks/Tights	Plain Black. Patterned or footless tights are not permitted.
Jewellery	Students may wear a watch and one pair of stud earrings. Stretcher-style earrings are not permitted. The wearing of body, facial or tongue piercing jewellery or retainers are not accepted.
Make Up / Nails	Students may wear subtle makeup, and false nails are not permitted. For health and safety reasons, nails should be no deeper than 3mm (the depth of a one-pound coin).
Hair	We do not allow extreme hair styles or colours.
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



Mobile Phones



Tibshelf Community School is a mobile phone-free school. Students may bring their phones into school, but these must be kept securely in a bag at all times. If a phone is used, seen, or heard, then it will immediately be confiscated, this includes social times. If a student does need to contact home, our pastoral or administration team will support this where appropriate.

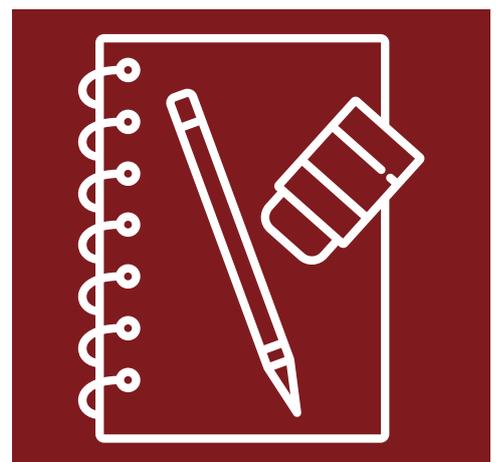
For further information, our Mobile Phone Policy can be found on the school website www.tibshelf.derbyshire.sch.uk

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
- Ruler
- Highlighter
- Sharpener
- Reading Book
- Scientific calculator – available to buy from the ParentPay shop
- Maths set (containing a compass, ruler, and protractor) – available to buy from the ParentPay shop



The following items are also required:

- A clear container labelled with the student's name to take home anything made in Food Technology.
- Aprons – 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 policy section of the school website.

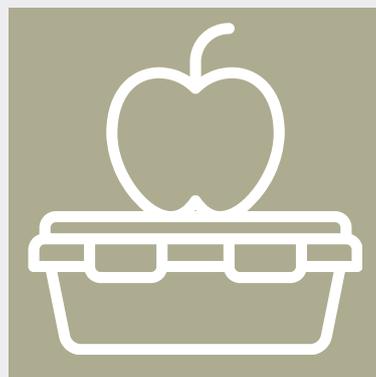
Lunch

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 Government's Healthy Schools Standards, our on-site catering team delivers a three-week menu cycle full of varied dishes. For around £3.30, students can purchase a hot meal and desserts, or for around £3.55 our 'meal-deal', consisting of a hot meal, dessert, and a drink (please note that prices are correct at the time of this publication, but are subject to change)

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 complete the [Medical Diet at a School form \(MD1\)](#), at Derbyshire County Council.

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.



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)



Free School Meals

Many 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 (if you applied on or after 1 April 2018 and your income is less than £7,400 a year after tax)
- Pension Credit (guarantee credit)
- Help under the Immigration and Asylum Act 1999
- Children in families with no recourse to public funds also qualify

From 1 September 2026, all families on Universal Credit will get free school meals, no matter how much they earn

To find out whether you are eligible to claim any benefits, call the Derbyshire County Council welfare benefits helpline at 01629 531535 / email welfarebenefits@derbyshire.gov.uk

To get help with free school meals:

- email checking@derbyshire.gov.uk
- telephone: [01629 536481](tel:01629536481)



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)



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 twenty-five 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)

Home Learning

Home learning plays a vital role in reinforcing learning, and research from the Education Endowment Foundation (EEF) shows that it can lead to improved academic outcomes, particularly when tasks are meaningful, manageable, and tailored to the needs of the students. EEF findings suggest that homework is most effective when it encourages independent learning, deepens understanding, and consolidates what has been taught in class. While shorter, more frequent home learning tasks are generally better for younger students, older students benefit more from longer, focused assignments.

Students will be set home learning tasks to complete on Seneca each week. Seneca is an online learning platform, and a short video on how to set up an account can be found here: [How a child can set up Seneca](#). In KS3, students will receive 30-minute tasks to complete in English, Maths, Science, Geography, History and MFL. When students select their option subjects at KS4 this will increase to 40-minute tasks across each option subject that they study.

Parental involvement is key to success. EEF research highlights that parents can significantly enhance the effectiveness of homework by providing a supportive environment, showing interest in their child's work, and helping to establish good study habits. However, rather than completing tasks for their children, parents should focus on encouraging effort, offering guidance when needed, and fostering a positive attitude toward learning. Parents can access the homework that their child has been set by setting up an account. [How to sign up to Seneca as a parent | Seneca Learning Help Centre](#)

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 range of sports, arts, and learning-based clubs, most of which run from 3:00pm-4:00pm 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. You shall receive the Enrichment brochure in July, with offerings for the academic year ahead.

In previous years our Year 7 students have visited The Mill Adventure Base 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 students' 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 entire community.

Absences

Medical Appointments

Where possible, please avoid booking appointments during school time. If this is unavoidable, please make arrangements so that your child can attend before the appointment and return afterwards. Should your child need to have time off from school for a medical appointment, please let the school know in writing before the appointment. This letter should then be shown to the Safeguarding and Intervention Manager, Mrs Longdon, 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 the main reception and should be completed where possible 4 weeks before 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 the 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 the 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 the 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 the transition to a new school can quite often be more stressful for parents than it is for their children. To support this, we have made getting in touch easy for you.

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

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
Senior Assistant Headteacher
(Transition)



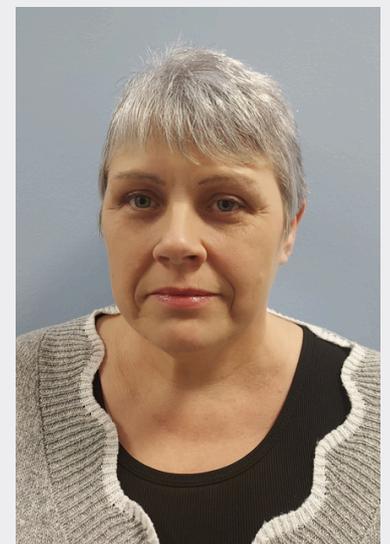
Mrs Tipping
Assistant Headteacher
(SENDCo)



Miss Barrett
Head of Year 7



Mrs Longden
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.

		
Admissions Form, including Home School Agreement and Acceptable use of ICT	Completed and submitted by Friday 3rd April 2026	
Uniform	Ordered online www.swischoolwear.co.uk before 1st August 2026	
PE Kit	Ordered online www.swischoolwear.co.uk before 1st August 2026	
Equipment	Purchased or ordered from the ParentPay shop	
ParentPay	Logged in and put money on for student lunches before the Transition Days (if eating from the canteen). Email finance@tibshelf.derbyshire.sch.uk if you have any issues	
Arbor	For information on how to set up Arbor, please visit, Arbor	
Seneca	Head to the sign-up page at www.senecalearning.com and register for free to view your child's home learning.	

Transition Checklist Continued.....

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

		
Facebook & Instagram	Follow us on Facebook - Tibshelf Community School to see up-to-the-minute information	
Transport	Check to see if you are eligible and apply online at www.derbyshire.gov.uk	
Free School Meals	Check to see if you are eligible and apply online at www.derbyshire.gov.uk/freeschoolmeals	
Dates for the Diary	Make a note of the Transition Days and Parent Information Evening	