

DEVONPORT HIGH SCHOOL FOR BOYS  
YEAR 6 TRANSITION  
INFORMATION  
2025

## Welcome

It is with great pleasure that I welcome you to Year 7. We are delighted that you have chosen the next step in your education to be at Devonport High School for Boys and I am privileged in being able to help you start this journey.

The year ahead will introduce you to a broad, balanced and ambitious curriculum as well as provide you with a variety of enrichment opportunities. All of which we hope will enable you to thrive academically and socially.

I look forward to seeing you during our Transition Programme on offer and on your Induction Day. I wish you an enjoyable and successful year ahead.



MELANIE WALKER, TRANSITION COORDINATOR

'Devonport High School for Boys educates the brightest young men in the South West regardless of their background. We provide a caring, creative and disciplined environment that enables our students to achieve excellence. With an emphasis on the development of personal qualities and an outstanding team of staff we ensure that "Everyone Succeeds".'

### INTELLECTUAL RIGOUR

- Challenging received wisdom and theory with contemporary thought and research
- A strong foundation of core knowledge and skills deployed by the best practitioners in the country

### CONFIDENCE WITH HUMILITY

- Able to form lasting, loving relationships; being principled and tolerant
- Celebrating the uniqueness of every individual in the community
- Being comfortable in your own skin; developing self-assurance through presenting, performing and communicating effectively in order to prosper in the real world

### LEADERSHIP

- Service to our community and wider society
- Aspiring to emulate the best of humanity and to create a positive impact on the world

### RESILIENCE

- Assertive, enthusiastic determination - never giving up
- Dynamic, decent, driven competitiveness
- Learning and adapting from academic and emotional experiences

### COLLABORATION

- Working together as a community sharing resources, knowledge and best practice for the benefit of all
- Showing integrity, empathy, compassion and respect to others

### CREATIVITY

- Nurturing inventive minds and entrepreneurial thinking
- Appreciating our rich cultural heritage and producing innovative solutions and artefacts that challenge and inspire

# Term Dates 2025 - 2026

## Autumn 1

Wednesday 3rd September - Friday 24th October

## Autumn 2

Monday 10th November - Friday 19th December

## Spring 1

Monday 5th January - Friday 13th February

## Spring 2

Monday 23rd February - Thursday 2nd April

## Summer 1

Monday 20th April - Friday 22nd May

## Summer 2

Monday 1st June - Friday 17th July

## Bank Holiday

Monday 4th May

## Non Pupil Days

Monday 1st September

Tuesday 2nd September

Monday 20th July

Tuesday 21st July

Wednesday 22nd July

\*At the time of printing these dates are accurate, you will be informed of any changes.



# Year 7 Pastoral Team

Your child will have a form tutor that they see each day in the morning for registration, notices and tutorial activities which will include an assembly each week. In addition, each year group has a Head of Year and Deputy Head of Year.

For all general enquiries, please ask your child to speak to their form tutor in the first instance, they can pass this on to the relevant member of staff if they have been unable to help.

You and your child will be informed of their pastoral team when staffing arrangements for 2025/26 have been confirmed and the form group allocation has taken place. The information and roles below are correct at the time of printing. You will be notified of any changes.



Shaun Manley - Assistant Headteacher Pastoral



Ben Anderson - Head of Year 7



Jan Corboy - Assistant Head of Year 7



Melanie Walker - Transition Coordinator



Jo Weaver - SEND Coordinator

# Transition Programme

Making the step up to secondary school is a big change and can affect students and parents/carers in different ways. The transition programme starts well before September. We liaise with all primary schools to receive all relevant information for every child, we hold a variety of transition events, including opportunities for every new Year 7 student to spend a day in school during July, to meet key staff and other students in their form group.

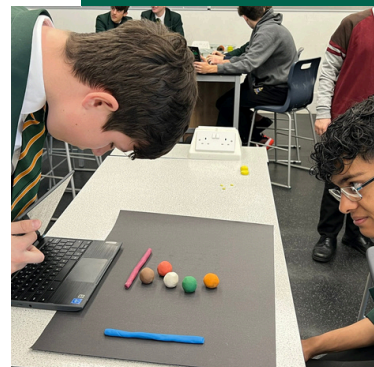
In addition we offer an enhanced transition session for invited students.

Please note that with approximately 80 feeder primary schools stretching across Devon and Cornwall, we do not make visits to primary schools unless your child's school indicates that this would be beneficial as part of the enhanced transition provision. Instead, our transition programme aims to support students and families by creating as many opportunities as possible to experience Devonport High School prior to joining in September and we hope that this will lead to a positive start to their secondary education.

This includes:

- Staff liaison with primary schools (March - May)
- Optional subject taster sessions and parent event (May)
- Optional session for those arriving as the solo student from their primary school (June)
- Enhanced transition programme (invitation only, July)
- Familiarisation Day (July)
- Parent Information Meeting (July)
- Summer School Programme (Monday 11th - Friday 15th August)
- Year 7 Induction Day (Wednesday 3rd September)

Details for all the above events will be sent out in due course. There is a handy transition timeline at the end of this booklet.



# Induction Day - Weds 3rd Sept

Wednesday 3rd September is just for Year 7 and 12 students so that they can get their bearings and feel confident before the whole school returns, please see more information about the Induction Day below.

During the first week of Year 7, students will be allowed to leave their P3 lesson 5 minutes early so that they can access Refuel before the rest of the school and again at the end of P5 so that they can exit the school site and find their transport (if applicable).

## WHAT TO EXPECT

The purpose of the Induction Day is for students to familiarise themselves with their new school environment and to start to learn about the routines and expectations here at Devonport High School for Boys. On the Induction Day students will have the opportunity to spend more time with their form tutor and the other members of the form group.

The day will include:

- A welcome from the Headteacher, Mr Roberts
- A tour of the school site
- An opportunity to collect outstanding uniform orders and have fingerprints set up for the cashless payment system used in Refuel
- Familiarisation activities with their Tutor
- A welcome assembly with the Head of Year 7
- Tempest photos (individual and form group)

## WHAT TO WEAR

Students should arrive at school, wearing their full school uniform.

- Charcoal grey trousers (not skinny trousers, jeans or trousers with pockets on the legs)
- A white shirt
- Plain, dark coloured socks
- School shoes (polishable shoes, not trainers)
- The house tie and blazer
- A charcoal grey V neck jumper (optional)
- A suitable coat (weather dependent)



## WHAT TO BRING

- The completed Student Passport (unless submitted electronically via Google Classroom) - details of this will come on familiarisation day.
- Any completed optional summer tasks - details of this will come on familiarisation day.
- A clearly named pencil case containing at least one blue or black pen, a pencil, ruler, sharpener and rubber. You may also want to consider including a glue stick and children's scissors.
- Headphones - whilst these are unlikely to be needed on Induction Day, they will be beneficial for lessons such as Music, whereby the sharing of equipment is not advised.
- A packed lunch or ensure that there is credit on to your MCaS account in order to purchase items from Refuel (the school canteen). We operate a cashless system and therefore students will not be able to buy food or drink with cash.
- A bottle of water (preferably in a reusable bottle), clearly named.
- A padlock if a locker has been hired via MCaS

## WHERE TO GO

Students are to arrive by 8:45 am and enter the school site via the main gate (at the top of the hill by the zebra crossing).

There will be a member of staff there to greet your child and direct them towards the Year 7 playground where they will assemble with their form group. When they have all arrived a member of the prefect team will take them to their form room where their tutor will be waiting.

Members of the pastoral team, IT support and the PTFA will be available in Refuel between 14:40 and 15:15 for parents/carers should you have any questions. Alternatively, please arrange a suitable collection/meeting point with your child for their dismissal at 15:15. We would kindly ask that you do not gather inside the top gate to leave a clear and safe area for the students to leave the site.



# Parental Information

## GET AHEAD CLUB

Get Ahead Club runs after school between 3.20pm and 4.30pm (Monday to Thursday) for students to gain support with their homework. Please note that the club is not a childcare facility or a place for waiting for late transport. It is a space where students who may be struggling with their homework (possibly due to space, resources or time at home being limited) gain access to a quiet environment and support to be able to complete it and not get behind.

Get Ahead Club will restart the week commencing 8th September and operates using an online booking system. Unfortunately, if a child does not have a pre-booked space in Get Ahead Club they will not be able to attend. You will receive further information along with the details on how to book a space at the start of term in September.

## UNIFORM AND EQUIPMENT

You will be able to order the required DHSB uniform items online through your MCaS account. Information about the items available, how to order and when will be sent out in due course and after the form allocations have been finalised. You will need to know which form group your child is in to ensure you order the correct coloured tie. You should be able to purchase the parts of the uniform that do not come from DHSB prior to this if you wish. For example...

- Charcoal grey trousers
- Long sleeved white shirt
- Grey or black socks
- Black school shoes (not trainers)

If your child is in receipt of free school meals then as part of the Year 7 Pupil Premium you will be given funding towards the cost of the school uniform. If you qualify for this details and instructions will be sent to you in a separate letter.

### Essential Items for PE

The following items are compulsory in order for your child to be fully equipped and ready for PE from September:

- DHSB PE top
- DHSB PE shorts
- Long black football socks
- Shin pads (for football and hockey lessons)
- Mouth guard (for rugby and hockey lessons)
- Trainers (for indoor PE lessons plus outdoor PE lessons on the 3G astro pitch and Hockey astro pitch)
- Football boots with plastic/rubber moulded studs (for outdoor PE lessons on the 3G astro pitch and grass pitch)

NB - Trainers need to have suitable grip for sport i.e. running-style trainers not fashion-wear trainers.

NB - Moulded studded boots are often referred to as "mouldies" or if purchasing online labelled as Firm Ground (FG) or Artificial Grass (AG)





## Equipment

Students will need to ensure that they have the following equipment for September and check that they have these items each day, all personal items must be clearly marked with the student's full name and form group.

- Any completed homework that is due to be handed in.
- The text and exercise books for the lessons that day (exercise books will be issued by each department at the start of term)
- Resources for practical lessons such as PE (required games kit) or food tech equipment (Tupperware container approx H10cm, W17cm, x 24cm - 3.1L, with lid for transporting food)
- Their Chromebook if they have one and headphones.
- A pencil case containing pens (black ink / biro is needed for writing), pencils, ruler, eraser, pencil sharpener, glue, scissors, scientific calculator, pair of compasses and a protractor.
- A reading book

Please note: Correction fluid (e.g. Tippex), solvent-based glues, marker pens and aerosols (such as spray deodorant) are not permitted.

## LOCKERS

Year 7 are given priority access to the lockers available on the school site. The rental cost for the year is £10 and they will be made available through the MCAS module from Friday 18th July through to Tuesday 2nd September. If you have paid for the locker hire, please ensure that you send your child into school on Wednesday 3rd September with a suitable padlock (combination padlocks are not advised, the padlock needs to be 40mm) and a note of their locker number. There will be time allocated on this day for your child to place their padlock on their locker. This will then be their locker for the year. Details on the best location of lockers for each form group will be sent out to you in July.

There are bike racks and bike lockers available for those who require it.

For any enquiries regarding lockers please contact Emma Jensen (contact details can be found on page 14).



## REFUEL

Refuel serve a selection of food and drink at breakfast, breaktime and lunchtime, with all allergen information displayed. Vegetarian and vegan options are available each day.

The lunch menu works on a two week rotation - here is a [sample menu](#) to give you an idea about the meals available. The menu for each day is displayed on the large screens in Refuel. Refuel will be open to students on Wednesday 3rd September.

Refuel is a cashless site, all payments are made via MCAS - please see frequently asked questions for more details.

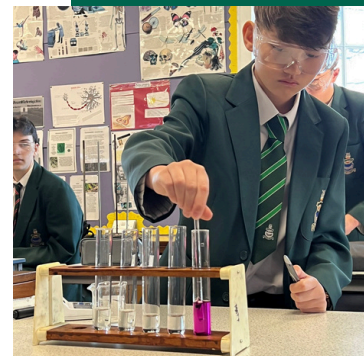


## TRANSPORT

Public bus and train timetables change regularly and it is always worth checking closer to the date of travel about current times and stops. We do recommend, if possible, to practise these journeys in both directions before school starts so that you and your child are familiar with the route to and from school.

DHSB currently runs a charged bus service from Tavistock, Liskeard, Kelly Bray and Modbury. The Bursary team will be in touch towards the end of March with details on how to register an interest in using one of these services. If you have any questions about the contract bus service then please direct these to the Bursary team (contact details can be found on page 14).

Please note that the contract bus service has been heavily over subscribed for the last few years and there is no guarantee that your child will be allocated a place, it is vital to look at a plan B and any alternative arrangements that you can make for getting your child to and from school.



# Frequently Asked Questions

## What is 'MCaS' and how is it accessed?

You should have received the information about how to create and access your 'My Child at School' (MCaS) account in your welcome letter. This platform will be used for uniform orders, school meals, educational visits, lockers, recommended books, revision guides and resources.

School dinner money top ups are added to the students' catering account for spending in one of the Refuel outlets available on site. A record of the items purchased is reported back to families so that their child's daily spend and food choices can be monitored. Please note that we are a cashless site. Access to the school's catering system operated by a biometric fingerprint. With parental consent we endeavour to capture as many fingerprints as we can during the Year 7 Induction Day in September. Please ensure that you have accessed your MCaS account and completed the required information and agreements/consents as we will not be able to register your child's fingerprint without this.

## What are the timings of the school day?

8:50 - 15:20

Students should aim to be in their form room by 8:45am, if they are not there by 8:50 am then this will be recorded as 'Late'. Two 'Late' marks in one week will trigger a sanction. Although legitimate reasons such as public transportation being late or medical appointments will be marked as late, this will not trigger the sanction.

8:50-9:10 Registration

9:10 Lesson 1

10:10 Lesson 2

11:10-11:35 Break 1

11:35 Lesson 3

12:35 Lesson 4

13:35-14:20 Break 2

14:20 Lesson 5

15:20 End of the day

## When will I find out what House my child is in?

You will know which form and house has been allocated to your child when they are invited to their Familiarisation day. Please note that whilst we try our best to accommodate requests made via the Student Profile, this cannot be guaranteed and changes after the allocation has been made are not possible.

## Can we have access to individual school email addresses and login details for online platforms prior to September?

We fully understand that having access to the IT platforms used in school and the Google login details for your child would be useful. Unfortunately, prior to September, the students joining us in Year 7 are 'Pre admission', this means that they will not be live on our system until September and as a result they will not be able to access all platforms. New students will however, receive their school email address and details on how to login when they receive their Transition Folder on their Familiarisation Morning. This will contain a series of digital challenges called the 'Google Bootcamp' that they can complete before starting in September. All students will be able to contact our Digital Leaders from September using the email address [digital.leaders@dhsb.org](mailto:digital.leaders@dhsb.org) who can provide peer support if they are having difficulties with any of the IT platforms used in school.

# Frequently Asked Questions

## What does a typical Year 7 timetable look like?

We operate on a two week timetable, labelled week A and week B. In many cases the timetable for each week will be exactly the same but there may be some slight variations. The week determines which type of assembly we have for example. Students will be issued with a paper copy of their timetable during the extended tutorial programme on the first day back for the whole school in September. It is recommended that they scan/make a copy of this, perhaps laminate one to keep in their blazer pocket or bag! Their timetable is also available to view on MCaS.

Students will be taught by different teachers for each subject and move around the school site to the relevant classrooms. They will begin each day in the same room with their form tutor for 20 minutes, followed by 5 lessons, each 60 minutes duration. Students are not streamed or 'setted' in Year 7. They will be taught as a tutor group for the majority of their lessons with the exception of Technology and Games.

## What extra curricular clubs and activities are available to Year 7?

There are a wide range of sporting and academic clubs available during lunchtimes and after school. A copy of the extra curricular timetable for the Autumn term will be displayed in each form room and available on the school website as soon as the information has been finalised by staff in the new academic year.

There have been several requests for a current timetable, I believe this may lead to some confusion and therefore advise waiting for the final version issued at the start of the Autumn term.

## What instrumental lessons are offered at DHSB?

We are pleased to offer instrument lessons on any instrument and voice, alongside a wide variety of Music Clubs to support this. Lessons are invoiced and dealt with through the peripatetic staff themselves, and overseen by the Director of Creative Arts.

If this is of interest to you, please contact the Director of Creative Arts [emma.luing-holmes@dhsb.org](mailto:emma.luing-holmes@dhsb.org) who can send you the relevant forms to complete.

## Do students need a laptop to start their schooling or are Chromebooks or similar available through the school? Is there any particular brand of device that is advised?

We are a Google reference school which means that if you are wanting your child to have a compatible device then we recommend a Chromebook. There are two approaches to this:

1. The School Parental Purchase Scheme - we are offering a service for you to purchase a chromebook through our supplier with 3 years warranty and 3 years insurance built in. This plan has been very successful so far and ensures security and connectivity to all the school systems.

More information about the Chromebook Scheme can be found here on the school website

<https://www.dhsb.org/parents> This includes a FAQ link. Information about the package to be offered in 2025/26 will be uploaded to the website and shared with you as soon as we receive confirmation from the supplier.

2. You purchase your own Chromebook but any liability for the device sits with you. Also we ask if your child wants to use it on our network there is a one off licensing fee of £35 which is purchased via our school shop using your MCaS account. This licence is so we have management over what is happening on our network for safeguarding purposes.

There is no need to purchase an Apple device or an expensive Windows laptop as these devices are not allowed on our network so therefore would only be useful in the home environment.

Please note that there is also no requirement for students to have a device in school, there is equipment held in school that can be lent to students for their use during the school day.

# Frequently Asked Questions

## What are the procedures for any absence from school?

To report a student's absence please either send a message to [absence@dhsb.org](mailto:absence@dhsb.org) or call our main reception 01752 208787. This should be done by 9:00am for every day that you are absent.

If you wish to request a leave of absence then a form will need to be completed and Mr Roberts will approve or decline this request in line with the Local Authority Guidelines. This form is available from reception or on the school website. Please see the letters and documents section using this link [Letters and Documents](#)

## What is the school's policy on mobile phones?

All DHSB policies can be found on the school website [here School Policies](#). Our Online Safety Policy was updated in March 2020 and you can find specific reference to mobile phones on page 16. In short we do not ban mobile phones in school but there are rules and procedures that need to be adhered to, all of which will be explained to your child when he starts but if he can read through these with you prior to this then that may prove useful. You might also like to have a look at other policies such as Behaviour for Learning and Assessment and Reporting.

## [Link to virtual school tour](#)



# Useful Contact Information

**Please note that from September you should contact your child's form tutor in the first instance for all general enquiries and concerns about your child's wellbeing.**

Transition Coordinator - Melanie Walker

[transition@dhsb.org](mailto:transition@dhsb.org)

- For any enquiries regarding the transition programme and events

Family Support Advisor - Lorna Taylor

[lorna.taylor@dhsb.org](mailto:lorna.taylor@dhsb.org)

- For any enquiries regarding attendance; planned absences; a change in personal/home circumstances that may impact your child in school; changing schools/moving out of the area and free school meals

Student Support Services - Emma Jensen

[emma.jensen@dhsb.org](mailto:emma.jensen@dhsb.org)

- For any enquiries regarding student support services (for example, MCaS/BromCom; lockers; uniform; clubs and activities)

Reporting Absence

Telephone number 01752 208787

[absence@dhsb.org](mailto:absence@dhsb.org)

IT Support

[support@dhsb.org](mailto:support@dhsb.org)

- For any enquiries about the chromebook scheme; Securely or to reset your child's school gmail password

Bursary

[bursary@dhsb.org](mailto:bursary@dhsb.org)

- For any enquiries regarding payments and refunds

Contract bus services

[buses@dhsb.org](mailto:buses@dhsb.org)

- For any enquiries regarding the contract bus services

Director of Creative Arts - Emma Luing-Holmes

[emma.luing-holmes@dhsb.org](mailto:emma.luing-holmes@dhsb.org)

- For any enquiries about extra curricular music lessons and clubs

School sports and extra curricular coordinator - Sonny Callicott

[sonny.callicott@dhsb.org](mailto:sonny.callicott@dhsb.org)

- For any enquiries about House sport competitions and extra curricular events

Enrichment coordinator - Dan Campbell

[dan.campbell@dhsb.org](mailto:dan.campbell@dhsb.org)

- For any enquiries about holiday clubs including the Summer school provision

General enquiries

[headteacher@dhsb.org](mailto:headteacher@dhsb.org)

Get Ahead Club

[getahead@dhsb.org](mailto:getahead@dhsb.org)

# Transition Timeline

01

**MCAS** - Please set up your account, fill in the required fields and parental consent section as soon as possible.

March

02

**Student Profile** - Please complete the Google Form with your child and submit by 17th March.

March

03

**Transition Event** - Optional subject taster sessions will be held across two dates in May, open to all students.

May

04

**Form group allocation** - alongside details of your child's form group will be information on how to order uniform items via MCAS, the Chromebook scheme, summer school and medical information.

May

05

**Transition Event** - An additional event for students arriving as the only child from their primary school will be held with an opportunity to make links with other parents/carers.

June

06

**Familiarisation Day** - Wednesday 2nd or Thursday 3rd July depending on form allocation. These are city wide agreed dates and cannot be changed. An enhanced transition will also be offered to invited students prior to their Familiarisation Day.

July

07

**Parent/Carer Information Meeting** - Wednesday 2nd or Thursday 3rd July depending on form allocation. The information will be made available electronically if you are unable to attend.

July

08

**Summer School** - Monday 11th- Friday 15th August. This will include academic and social activities with a free hot meal. There will be a small administrative fee on booking your child's place. Please note that places are limited.

Aug

09

**Induction Day** - The first day of school for Year 7, Wednesday 3rd September. There will be an optional opportunity for parents/carers to receive IT support; speak to a member of the pastoral team or find out more about our PTFA and Academic Mentoring programme.

Sept