

# Purpose of This Evening

1. Vision, Expectations and Support
2. Meet the Year 7 Team and Transition Process
3. Explain How the Secondary Phase Operates
4. Week Without Walls (November) & ECAs
5. Questions

## Secondary School Leadership



**Simon Oakley**  
Head of Secondary



**Jason Broderick**  
Deputy Head  
of Secondary



**David Coburn**  
Assistant Head  
of Secondary

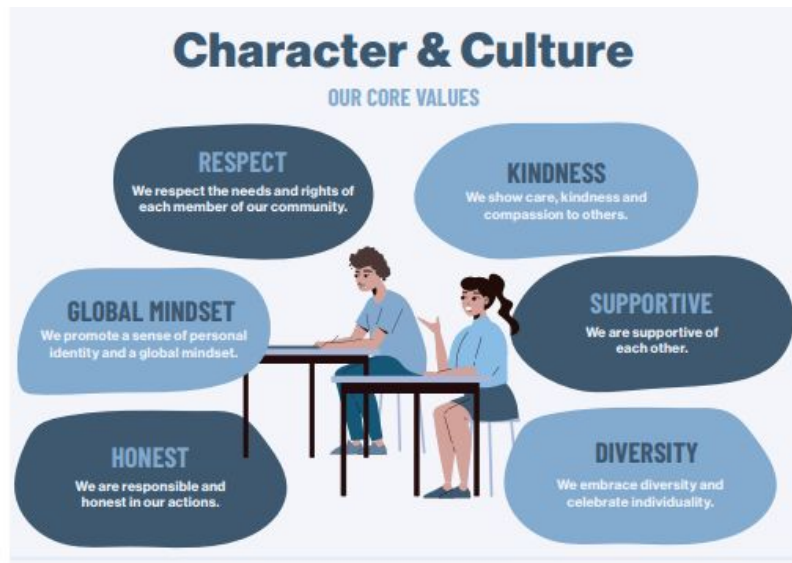


**Alexander Kilford**  
Assistant Head  
of Secondary



**Louise Tyrrell**  
Head of Year 7

# Expectations



Ready

Respectful

Sensible

Safe

# Support During Transition

## Orientation Morning

Workshop on  
managing change

Workshop on  
organisational skills  
and timetables

Scavenger hunt  
around the campus

Q&A session with  
our Year 7  
ambassadors

## Transition Day

Familiarisation with  
school day and  
timings

Experience new  
subjects and meet  
subject teachers

Experience moving  
between  
classrooms

Tutor group bonding

## Final Questions?

An opportunity for  
any students with  
any questions or  
who are feeling  
anxious to ask  
questions and gain  
reassurance in a  
small-group  
environment,  
supported by Jess

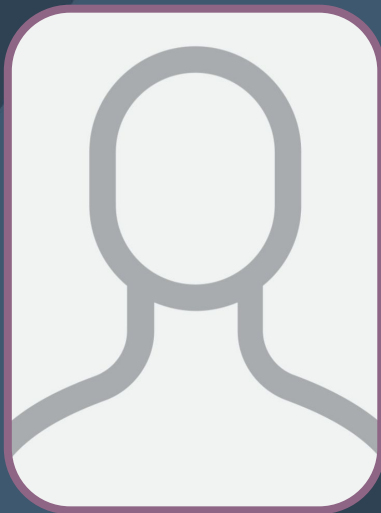
# Transition Process

- Extensive handover process between Year 6 team and Head of Year 7
- Secondary School staff fully informed
- Parent and tutor meetings in Term 1
- Relationship

## Year 7 Tutor Team



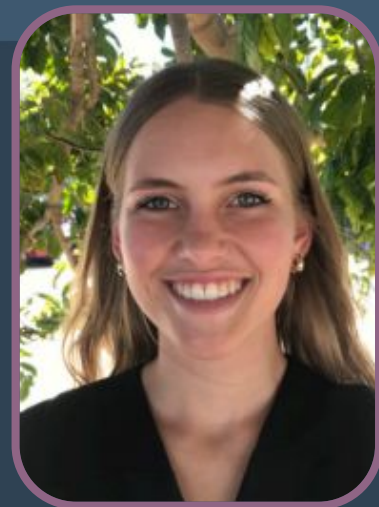
Amy McGlashan  
History



TBC



Juniper Thang  
Chemistry



Nadeane Botha  
Business Studies

# Role of the Form Tutor

- To oversee and maintain overarching progress and welfare
- To be the students' first point of call
- To collate and share relevant, up-to-date information
- To proactively communicate with parents via email, telephone and meetings
- To refer relevant/urgent issues to the Head of Year
- To ensure every child is able to work to the best of their ability
- To identify and alleviate problems of an academic, personal or social nature
- To have an overview of the academic programme

## First Day of Term

### What to wear

All students should be in full, formal school uniform.

### What to bring

All students need to bring with them a pencil case (pencil, pen, ruler, calculator and padlock).

### What to expect

The students will be met on the pitch by the Head of Year 7 and their form tutors. The students will be directed to their tutor rooms and given a locker (padlock required).



## Communication

### Parent Hub ([hub.dbis.edu.hk](http://hub.dbis.edu.hk))

- Main platform for communication between school and home
- Events details and information
- Other useful information such as forms and school calendar dates

### School Bulletin

- Event notices are also shared via email on the parent bulletin, approximately two weeks prior to the event
- Parent bulletins are emailed every Saturday to help parents plan ahead

### Email

- First point of contact is to email the form tutor to discuss any concerns you may have. Please note that this is not for absence.

- Details on the Parent Hub
- Extended opening hours 23rd – 27th June
- Reopens on 4th August – appointments essential
- Equipment checks during Tutor Time
- Name labels on all PE kits/lunch boxes/water bottles/devices

Our school uniform requirements can be found on the [Parent Hub](#)

**Formal school shoes must be all black**



**Logos/colours are only permitted for PE lessons**



# Absence From School

What should I do if:

- My child will be absent?
- My child needs to leave school early for an appointment?

**Student Planned Absence From School During Term Time**

Please use this form to:

Apply for a leave of absence from school during term time.

Please be aware that by taking your child(ren) out during term time for a holiday, there is likely to be an impact on their learning and progression in all subjects missed. The school does not provide additional resources for absences of this kind and it is the responsibility of families to minimise the impact on students' learning. Students may be given additional learning to complete in their own time upon their return to help catch up with the lessons they have missed.

**Student Name \***    
First Name Last Name

**School Phase \***  
Please Select

**Absence Period \***  
☐ AM  
☐ PM  
☐ Full Day

**Start date of planned leave of absence**  
dd-mm-yyyy  Date

**Date of return to school**  
dd-mm-yyyy  Date

**Reason for Absence \***

**Parent E-mail \***  
ex: myname@example.com

**Signature \***

<https://form.jotform.com/242331739823458>

**Student Unplanned Absence From School During Term Time**

Please use this form to either:

Inform DBIS of a leave of absence from school during term time as a result of sickness or other unplanned emergency.

**Student Name \***    
First Name Last Name

**School Phase \***  
Please Select

**Teacher Email**  
example@example.com

**Absence Period \***  
☐ AM  
☐ PM  
☐ Full Day

**Reason for Absence \***

**Parent E-mail \***  
ex: myname@example.com

**Signature \***

<https://form.jotform.com/243171142585454>

# Secondary School Day

Time	Activity
08.00 – 8.20	1-to-1s
08.20 – 8.45	Tutor Time
08.50 – 9.50	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	Break time

Time	Activity
11.20 – 12.20	Period 3
12.30 – 13.30	Period 4
13.30 – 14.20	Lunch
14.20 – 15.20	Period 5

# Our Curriculum

Subject	Lessons
Maths	7
English	7
Science	7
Mandarin	3
Spanish	3
History	3
Geography	3
Design & Technology	2

Subject	Lessons
Computer Science	2
Art	2
Drama	2
Music	2
Learning for Life	2
Discovery	2
PE	3

## Year 7 Class Structure

### Tutor Group

Y7 tutor groups will be house groups - Dragon, Goldhorn, Griffin, Phoenix



### Teaching Group

7D/7B/7I/7S - a mix of students created with the knowledge of Year 6 teachers



### Other Teaching Groups

All four teaching groups are mixed for Maths, Spanish, Mandarin, History and Geography

This enables the students to engage with a wide range of peers across the curriculum.

# Timetable Example

Week 1	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
<b>Tutor Time</b> 08:20 - 08:40	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1
<b>Period 1</b> 08:50 - 09:50	<b>Music</b> Mr Thaxter DCG-2	<b>Mathematics</b> Ms Lewis DC2-2	<b>Computer Science</b> Miss Higgins SG-4	<b>Humanities</b> Mrs Tyrrell SG-2	<b>English</b> Mr Warburton SG-1
<b>Period 2</b> 10:00 - 11:00	<b>English</b> Mr Warburton SG-1	<b>English</b> Mr Warburton SG-1	<b>Physical Education</b> Mr Owen Pitch	<b>Physical Education</b> Mr Owen Pitch	<b>Science</b> Mr Moore S1-12
<b>Break</b>					
<b>Period 3</b> 11:20 - 12:20	<b>Discovery</b> Mr Fierros De La Fuente 2-39	<b>Drama</b> Mr Piggott 2-40	<b>English</b> Mr Warburton Lib Secondary Study Area	<b>Learning for Life</b> Mr Owen DC2-5	<b>Discovery</b> Mr Fierros De La Fuente 2-39
<b>Period 4</b> 12:30 - 13:30	<b>Mathematics</b> Ms Lewis DC2-2	<b>Spanish</b> Mr Fierros De La Fuente 2-39	<b>Art and Design</b> Miss Ward SG-5	<b>Mathematics</b> Ms Lewis DC2-2	<b>Design and Technology</b> Miss Higgins SG-4
<b>Lunch</b>					
<b>Period 5</b> 14:20 - 15:20	<b>Science</b> Mr Moore S1-12	<b>Science</b> Mr Moore S1-12	<b>Humanities</b> Mrs Tyrrell SG-2	<b>Spanish</b> Mr Fierros De La Fuente 2-39	<b>Humanities</b> Mrs Tyrrell SG-2

Week 2	Day 6 Monday	Day 7 Tuesday	Day 8 Wednesday	Day 9 Thursday	Day 10 Friday
<b>Tutor Time</b> 08:20 - 08:40	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1	<b>7D</b> Mr Piggott DC2-1
<b>Period 1</b> 08:50 - 09:50	<b>English</b> Mr Warburton SG-1	<b>English</b> Mr Warburton SG-1	<b>Mathematics</b> Ms Lewis DC2-2	<b>Mathematics</b> Ms Lewis DC2-2	<b>Learning for Life</b> Mr Piggott DC2-1
<b>Period 2</b> 10:00 - 11:00	<b>Humanities</b> Mrs Tyrrell SG-2	<b>Humanities</b> Mrs Tyrrell SG-2	<b>Computer Science</b> Miss Higgins SG-6	<b>Mandarin</b> Ms Mak G-14	<b>Music</b> Mr Thaxter DCG-2
<b>Break</b>					
<b>Period 3</b> 11:20 - 12:20	<b>Mandarin</b> Ms Mak G-14	<b>Science</b> Mr Moore S1-12	<b>English</b> Mr Warburton SG-1	<b>Spanish</b> Mr Fierros De La Fuente 2-39	<b>Design and Technology</b> Miss Higgins SG-4
<b>Period 4</b> 12:30 - 13:30	<b>Physical Education</b> Mr Owen Pitch	<b>Mandarin</b> Ms Mak G-14	<b>Science</b> Mr Moore S1-12	<b>Humanities</b> Mrs Tyrrell SG-2	<b>Science</b> Mr Moore S1-12
<b>Lunch</b>					
<b>Period 5</b> 14:20 - 15:20	<b>Art and Design</b> Miss Ward SG-5	<b>Mathematics</b> Ms Lewis DC2-2	<b>Drama</b> Mr Piggott 2-40	<b>Science</b> Mr Moore S1-12	<b>Mathematics</b> Ms Lewis DC2-2



# Home Learning Expectations

## Student

Record all home learning set in student diary

Complete on time

If unsure about task, speak to the teacher before home learning work is due

## Teacher

Set appropriate work and provide clarity about home learning expectations

Record if the home learning has not been completed to a satisfactory standard in the student diary

## Parent/Guardian

Check that home learning is being completed

Provide quiet space for home learning to be completed

Encourage independence

## Where to find your child's home learning?



Home Learning Schedule – Term One	
Day Set	Subject
1	
2	
3	
4	
5	

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Day Set	Subject
6	
7	
8	
9	
10	

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## Where to find your child's home learning?

Home Learning Schedule – Term One	
Day Set	Subject
1	Maths Geography
2	Art D&T
3	English
4	Drama
5	Music
46	

Day Set	Subject
6	English Science
7	Mandarin
8	Maths History
9	Spanish
10	Science
47	

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## Where to find your child's home learning?

### Home Learning Diary

Term 1 - Week 3

Monday 1 September - Week 1	Date Due	Done
Maths - complete shape questions	8 Sep	
Geography - review lessons so far for test next week	5 Sep	

Tuesday 2 September	Date Due	Done
Art - create mood board	9 Sep	
D&T - complete timber research	9 Sep	

Wednesday 3 September	Date Due	Done
English - create poem plan	5 Sep	

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Thursday 4 September	Date Due	Done
Drama - rehearse using script	11 Sep	

Friday 5 September	Date Due	Done
Music - research composers	12 Sep	

PARENT/TEACHER NOTES		

Tutor Signature

Parent Signature

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# Diary Expectations (Students)

- Bring to all lessons
- Write down all of the subjects that have set work for that day
- Write home learning in sufficient detail, including due date
- Write down when no home learning has been set
- Tick to indicate home learning has been completed

# Student Diary: Setting Targets

Subject: Mathematics		Teacher: Mr Xia					
Date	Subject Target: Based on the feedback from the Key Assessment Task (KAT), answer these two questions: WHAT do you need to do to improve? HOW will you ensure an improvement is made? (Focus on actions and strategies)	Parent Signature & Date	Defining, Building, Improving, Succeeding				Teacher Signature & Date
			D	B	I	S	
8th Oct 2024	I need to improve on increase and decrease by a percentage. I will go through the Dr Frost lesson and make notes in my Maths book. I will get above 80% in the online task and repeat the task two weeks later and still get above 80%.	AParent 11/10/24	✓	✓	✓	✓	SXI 8/10 SXI 30/10
15th Jan 2025	I have struggled on solving equations with x on both sides. I am going to work through the examples on Classroom and try 10 of the extra questions and check my answers. I will then do another 2 qns each week.	AParent 19/1/25	✓	✓	✓		SXI 15/1
30th March 2025	Areas of Trapeziums, Parallelograms and circles: I will make revision cards to learn the <u>as</u> formulas and practice the questions <sup>which qns?</sup> on MyiMaths	TParent 5/4/25	✓				SXI 31/3

# Diary Expectations (Tutors & Parents/Guardians)

## Form Tutor

- Sign weekly
- Communicate about any missing homework or low-level issues

## Parent/Guardian

- Sign weekly and check homework and other notices
- Encourage student to keep it organised



# Chromebooks/Laptops



**You have a choice of your child bringing either a Chromebook or an alternative laptop**

## Week Without Walls

### Year 7 Camp: Guilin and Yangshuo

<b>Duration:</b>	10th – 14th November 2025
<b>Cost:</b>	HK\$10,000 HKD
<b>Teacher in Charge:</b>	Mrs Louise Tyrrell
<b>Provider:</b>	The Hutong

Year 7 camp is a key part of the transition to Secondary School and will challenge students both personally and physically in a supportive environment.

#### Activities will include:

- Low mountain course, cooking class, biking, bamboo rafting, water cave exploration, sunrise hike, rice terraces

# Extracurricular Activities

## Secondary ECAs: Staff & External Led

	Mon	Tue	Wed	Thu	Fri
Before School 7:30–8:10am	Table Tennis	Y9-13 Basketball Boys	Badminton	Y7-8 Basketball Mixed	
	Y11-13 Football Boys	Y7-8 Football Mixed	Y9-10 Football Boys	Y9-13 Football Girls	
	Exploring Chinese Art: Lion Dance T1.2 ONLY	Y10-13 Netball	Y9-13 Basketball Girls	Y7-9 Netball	
				Fitness	
Lunch 1:40–2:10pm	YRock 101 (Y7-9)	Y7-9 Choir			
After School 3:30–4:10pm	YRock School Y10-13	Y9-13 Model United Nations	String Orchestra	Production: A Monster Calls	Y7-8 Ukulele
	Y9-11 Conversation Circles	Senior Choir Y10-13	Concert Band		Fitness
	Y7-9 Resistant Materials	Y7-9 DJ Club	Music Production Y7-11		Award for Young People (AYP) - Bronze
	Art I: Art and the Wider Community	Battle of the Books	Y9-13 Pokémon GO		



# SECONDARY ECAs TERM 1

## Questions

**Thank you for joining us today**

**If you have any further queries  
after this meeting, please email  
[ltyrrell@dbis.edu.hk](mailto:ltyrrell@dbis.edu.hk)**