



**DERBY MOOR
SPENCER ACADEMY**

Welcome to **DERBY MOOR SPENCER ACADEMY**

Supporting you and your child every step of the journey from Year 6 to Year 7



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WELCOME

Dear Parent,

We are pleased that you have entrusted Derby Moor Academy with the education of your child as she/he moves into secondary education.

The move from familiar primary school surroundings to our larger secondary school is a major step for your child and we make every effort to ensure that this transition is as smooth as possible. Before your child starts their first year at Derby Moor Spencer Academy, supporting your child's development and well-being will be our priority.

Miss Gooderham (SLT Link for KS3) is responsible for this year's transition arrangements. Please contact her at Derby Moor Spencer Academy (Telephone 01332 772706) or e-mail: sgooderham@derbymoorspencer.org.uk should you require any further information.

Miss Gooderham and other members of staff will visit each primary school, meet your child and discuss with the teachers at the primary school how best to ensure that our new students integrate and settle successfully into Derby Moor Spencer Academy.

As part of your child's transition into the school there will be a parent meeting with staff, to introduce you to your main points of contact within school but also to go through a parent and school contract which outlines the schools' expectations.

To assist in the organisation and administration of your child's transfer to Derby Moor Academy, please complete and return the admissions form sent via email with this document.

Arbor login details are included in this pack. Please be aware that Derby Moor Spencer Academy has a cashless system, so cash can't be taken for food or replacement items.

TRANSITION PROCESS

Transition Evening for Parents/Carers

Wednesday 1st July - 4pm – 6pm

We warmly invite all parents and carers to attend our Transition Evening. This is an important opportunity to begin building a strong partnership with the school and to support your child's move into secondary education.

During the evening, you will:

- Meet your child's Year Manager and senior staff
- Meet their form tutor
- Receive key information about school life and expectations
- Have the opportunity to ask any questions and the chance to buy uniform items

Further details will be shared closer to the event.

Transition Days for Students

Tuesday 7th July, Wednesday 8th July and Thursday 9th July

We are delighted to invite all Year 6 students to attend three transition days at Derby Moor. These days are designed to help students feel confident, settled, and excited about starting secondary school.

If your child is unable to attend, please contact the school immediately on **01332 772706**. Unexplained absence may affect your child's placement.

Please ensure your child:

- Knows how they will travel to and from school
- Wears their primary school uniform
- Arrives on time each day

What to Bring

Students should bring:

- Pen, pencil, ruler, eraser
- Notebook
- Trainers (for PE)
- Packed lunch or money for food
- Bus fare (if required)

School Day Timings on Transition Days only

- Tuesday & Thursday: 8:30am – 2:55pm
- Wednesday: 8:30am – 2:35pm

Arrival and Departure arrangements

- Please drop off your child no earlier than 8.15 am. All Year 6 students will need to be on site by 8.30am.
- Students will be directed into school via the door to the left-hand side of reception underneath the Derby Moor Spencer Academy sign. See photo below:



- If you are using a car, please do not park on the road directly adjacent to the school (Moorway Lane). This causes a serious hazard for our community. Please use the turning circle on school site instead.
- Please do not walk onto the school site at the start or end of the day as it causes congestion. If you are waiting for your child, please wait on Moorway Lane – the paving slabs are different to mark where school site starts and ends.
- All Year 6 students will need to be collected promptly from Moorway Lane. Families should not cross the painted lines as it will cause congestion for students leaving site.

Please note: Students will not attend their primary school on these days.

Uniform

Students should wear their primary school uniform and present themselves smartly. Jeans, leisurewear, casual clothing or trainers are not permitted.

Food and Drink

A cafeteria-style lunch service is available, offering a wide range of healthy options.

- A typical meal costs approximately £3.30 (hot food, pudding & drink)
- Students may bring a packed lunch if preferred
- Drinks may be brought from home - **but no fizzy drinks**

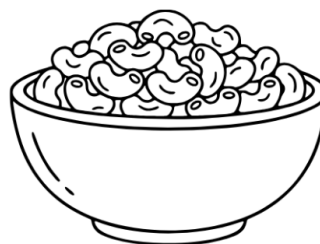
Students eligible for **Free School Meals** will receive a daily allowance. Additional money may be needed for extra items. See page 16 for more information on Free School Meals.

Menu

YEAR 6 - 3 DAY MENU

TUESDAY 7TH JULY

MAC & CHEESE
DESERT OF THE DAY
DRINKS CARTON



SANDWICHES ALSO AVAILABLE



WEDNESDAY 8TH JULY

ROAST DINNER
DESERT OF THE DAY
DRINKS CARTON

SANDWICHES ALSO AVAILABLE

THURSDAY 9TH JULY

CHICKEN TIKKA & RICE
VEGETABLE TIKKA & RICE
DESERT OF THE DAY
DRINKS CARTON



SANDWICHES ALSO AVAILABLE

PLEASE ENSURE YOUR CHILDS ACCOUNT IS CREDITED WITH £10 FOR TRANSITION DAY

Biometric Payment System

Derby Moor operates a cashless biometric system for purchasing food.

- Please ensure £10 is added via Arbor before the transition days (login details will be provided & instructions are on page 18)
- Any unused balance will remain on your child's account for September
- Students will be shown how to use the system during transition

If you have any concerns, please contact the school.

Travel and Transport

Students may travel to school by walking, cycling, car, or public transport.

We encourage families to consider walking or cycling where possible, as this helps reduce congestion and promotes a healthy lifestyle.

If travelling by car, please follow the guidance below to ensure everyone's safety.

Drop-off and Pick-up Arrangements

Start of the Day:

- Use the lower entrance car park
- Follow the one-way system
- Follow the one-way system when leaving

End of the Day:

- The turning circle is for pick-up only (no parking)
- Follow the one-way system when leaving

Important Reminders

Please:

- Observe the 5 mph speed limit on site
- Follow staff instructions at all times
- Avoid parking in restricted areas
- Do not allow students to exit vehicles on the opposite side of the road to the school.

Your child's safety

This is of critical concern to us and as a result a number of staff carry out supervisory duties at the front of the school at the start and end of each day.

In cases where we consider a motorist has acted without due care or concern for the safety of others or has been abusive to a member of staff carrying out supervisory duties we will record registration numbers and report these to the police.

All information regarding Year 6 Transition is now published on our school website which can be accessed [here](#).

We look forward to meeting you and your child at Transition Evening and hope that this will be the beginning of a happy and successful partnership between us.

Yours sincerely



Miss S Gooderham
SLT Key Stage 3 Link

Tick uniform
off your list
today!

Uniform event

WEDNESDAY 1ST JULY

4pm - 6pm



Morleys Schoolwear will be in the sports hall during the Transition Evening, where your child can try on the full uniform range.

Buy on the day and take items home straight away.

Cash and card accepted.

A separate pre-loved uniform stand will also be available, offering quality second-hand items at reduced prices.

Pre-loved items will be cash only.

PLEASE FIND PRICING ON THE FOLLOWING PAGE

Derby Moor Uniform Price List 2026

<u>Uniform items</u>	<u>From</u>
Black Blazer with Embroidered Logo	£26.99
Clip On Tie	£5.99
Black Skirt	Available
V Neck Sweatshirt with Logo	£10.99
V Neck Sweatshirt without Logo	£7.99
<u>Sportswear items</u>	
House Coloured Polo Shirt w/Logo	£13.99
House Coloured L/S Games Top	£18.99
Plain Black T-Shirt	£5.99
Plain Black Long Sleeved Midlayer Top	£18.99
Black Games Socks	Available
Black Games Shorts	Available
Online Shopping: Free Click and Collect from store, Home delivery also available...	
Appointments Available: Book online, address below.	

Summer Opening Hours

Monday - Saturday 9.00am – 5.00pm

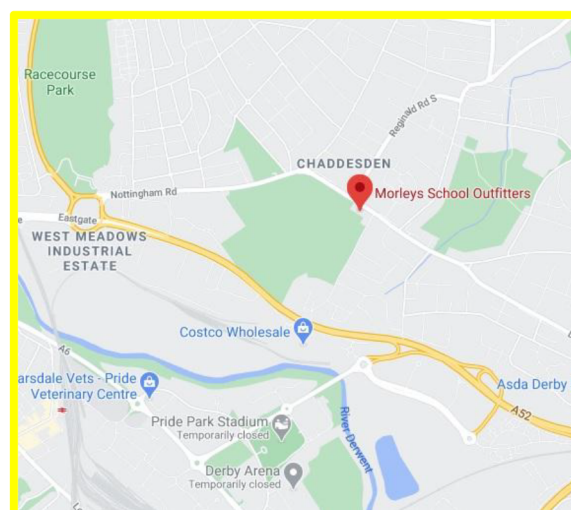
Sunday Closed

Winter Opening Hours

Mon to Wed – Fri – Sat 9:00am – 5.00pm

Thu – Sun Closed

PLEASE CHECK OUR WEBSITE FOR UPDATES



www.schoolwearsolutions.com

Unit 2 St Mary's Retail Park, 446 Nottingham Road, Chaddesden, Derby, DE21 6PE

T: (01332) 281 311 E: chaddesdenmorleys@gmail.com

ATTENDANCE

*Every day
counts!*



RAISE YOUR
CHILDS
ATTENDANCE,
RAISE THEIR
CHANCES!

Help us to help your child succeed

Together we succeed

Achievement

Aspiration

High Expectations

Community

Types of Absence

If a student does not attend school they will be recorded as absent - this can be authorised or unauthorised. However their percentage attendance will go down regardless of the type of absence as the student is not at school. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

Illness and First Day Call

If your child is unable to attend school through illness you should inform us by sending an email to attendance@derbymoorspencer.org.uk before 10am. Alternatively if you are unable to send an email you can call us on 01332 772706-option 1. If you do not supply us with this information, we have a duty to contact you, so that we may be sure of the child's whereabouts as this is a safeguarding measure. Medical proof is required after three days of absence. (Where we have concerns over excessive absence patterns through illness we will need to discuss this with parents/carers in order to gain a better understanding of the problems and to offer support).

Medical Appointments

If your child has an appointment **please follow the below instructions;**

- Call the attendance line 48 hours prior to your child's appointment
- Email: attendance@derbymoorspencer.org.uk or Tel: 01332 772706
- Inform your child of their appointment
- Ask your child to collect their green permission slip from reception
- It is your child's responsibility to present to reception at the required time
- Any absence is unauthorised until evidence of the appointment is provided.
This can be via email or by bringing in a letter/appointment card

Attendance Ladder



What does “good attendance” mean?

Attendance and punctuality are vital to ensure your child reaches their full potential whilst in education.

Recent research by Department for Children, Schools and Families (DfES) suggests that if a student misses just 17 school days a year, their GCSE grades will drop by one grade!

What is considered as "poor attendance"?

Anything below 95% is weak, under 94 % is poor and if attendance dips below 92%, we will have serious concerns. Below 90% is regarded as persistently absent by the Department for Education. At Derby Moor Spencer Academy we are aiming for every student to achieve attendance levels of 97%. We monitor attendance and provide termly reports on each student's attendance.

20 days off per school year = 90% attendance

90% attendance from Year 7 to Year 11 = half a year absent from school

Emergency Occasions

There are some occasion e.g. bereavements etc. where it may be inappropriate for children to attend school; we will be sympathetic to such needs.

Punctuality

Please try to ensure that your child arrives to school so that they are present for registration; this is taken at 8:40am each day, apart from Wednesday whereby students go straight to Period 1 at 8:40am. Where a genuine reason for lateness exists this will be an authorised late but where explanations are inadequate then a late will be recorded and your child will receive a late sanction the following day.

We have a duty of care in responding to unauthorised and persistent absence - possible consequences

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Where attendance levels are low and where there are invalid reasons judged by the Education Welfare Officer, not the school/parent/ or carer) for a student's frequent absence or where parents condone absence (e.g. by taking children out of school on unauthorised holidays) then parents render themselves liable to a fine (per student per parent). This would be doubled if the fine is unpaid within 21 days and could ultimately lead to a criminal conviction. Of course, no one wants this to happen but we need to be very clear about this issue.



“A 1% improvement in attendance can produce a 5-6% improvement in attainment.”

Department of Education and Skills

Attendance	Percentage of students with this attendance that achieved grade 4 or better in English and Maths 2025
95% or better	48%
93% - 94%	22%
90% - 93.9%	16%
Below 90%	15%

Emergency Occasions Concerns and Queries

Please do not hesitate to contact the Attendance Team if you have any queries or concerns regarding attendance.

Absence line: 01332 772706-option 1

Email: attendance@derbymoorspencer.org.uk

FREE SCHOOL MEALS - IMPORTANT INFORMATION

PLEASE APPLY AGAIN FSM DOES NOT CARRY OVER!

➤ **Free School Meals do NOT automatically transfer to secondary school**

Free School Meals do not automatically carry over when your child moves from primary to secondary school. You **must** submit a new application to continue receiving support.

➤ **Why this matters**

If you do not re-apply, your child will not receive free school meals from September. You may also be asked to pay for meals, and the school could miss out on additional funding (Pupil Premium).

➤ **Who can apply?**

You may be eligible if you receive certain benefits such as Universal Credit, Income Support, Jobseeker's Allowance, Employment and Support Allowance, or Child Tax Credit (income limits apply).

➤ **How to apply**

Apply online: [Derby City Council Free School Meals Application](#)

➤ **Need help?**

Phone: 01332 640444

Email: freeschoolmeals@derby.gov.uk

➤ **Top tip**

Even if your child previously received free meals automatically in younger years, you still need to apply again for secondary school eligibility.

LOST PROPERTY GUIDELINES

Losing school uniform or personal belongings can be both upsetting and costly for students and their families. To help minimise inconvenience and unnecessary expense, we ask students and parents to follow the guidelines below to support the recovery of lost items.

Labelling

The most effective way to prevent items from becoming permanently lost is to clearly label all clothing and personal belongings with the student's full name. Named items that are found will be returned directly to their owner whenever possible.

Student Responsibility

Students are responsible for taking care of their belongings and are expected to make reasonable efforts to locate any lost items. This includes retracing their steps and checking the designated lost property area, located in Honour (Room H0:20).

- Larger items (e.g. uniform or bags) are stored outside the Reprographics room.
- Smaller items (e.g. jewellery, keys, glasses) are stored inside Reprographics. Please speak to the Reprographics assistant if you are looking for a small item.

Valuables

We strongly advise that valuable items are not brought into school unless absolutely necessary. Any valuable items found, such as mobile phones, are securely stored in the reception safe.

If you believe you have lost a valuable item, please speak to a member of the reception team for assistance.

Storage and Disposal

Lost property is kept for a period of three months. After this time, unclaimed items will be donated to charity or recycled, where appropriate.

Liability

Please note that the school cannot accept responsibility for lost, stolen, or damaged personal property.



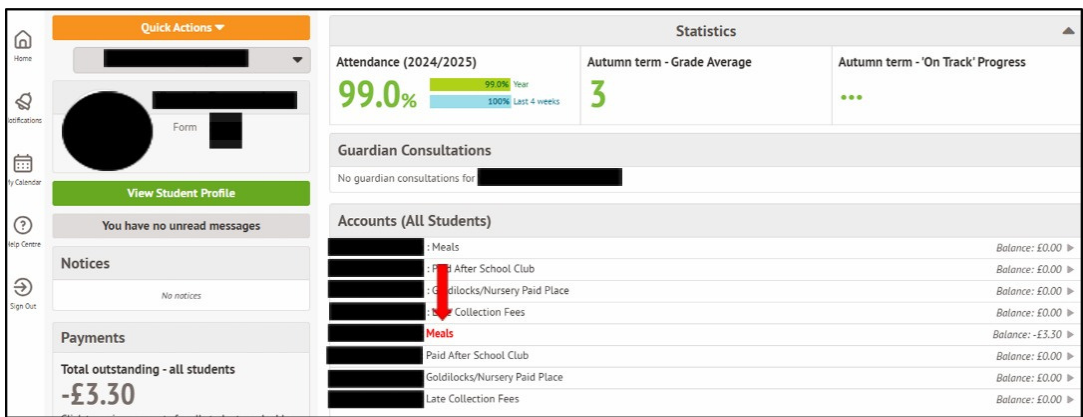
ARBOR PAYMENTS

PLEASE ENSURE YOUR CHILDS ACCOUNT IS CREDITED WITH £10 FOR TRANSITION DAY

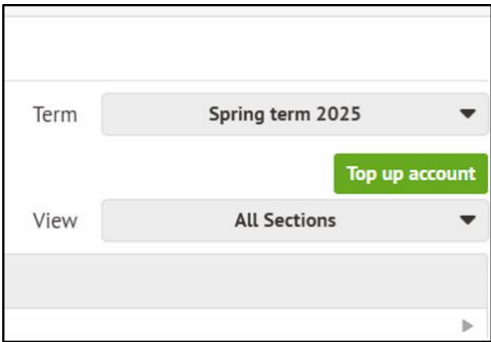
Parent Arbor top-up guide: Parent Portal

This guide will take you through how to top-up a meal account via the Parent Portal Dashboard.

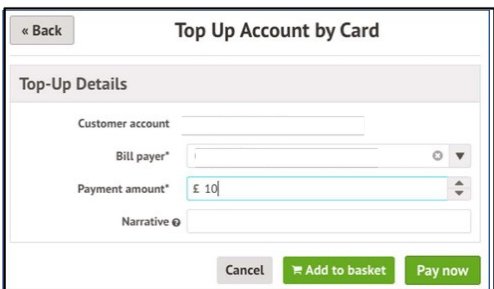
Once you have logged in to the Derby Moor Arbor system via this link - [Derby Moor](#) you will be met with the Parent Portal Dashboard, from here please navigate to the “Accounts” area and click on the “Meals” line item.



Once you have selected the “Meal” line item, you will then be directed to the “Payments” page, in here please select “Top up account” to top-up the meal item.



When “Top up account” has been selected, a slide over will load, here you can select the bill payer and payment amount. **Please note the minimum payment amount is £2.** You can choose “Pay Now” or to add your payment to your basket to pay later.



If you select the “Pay Now” option you will be met with a pop up asking you to fill in your card details, once filled in select “Pay”

****Please note, when you click pay, you may need to complete an extra step of verification with your bank. This is in line with the new Strong Customer Authentication guidelines, of which you can read more about [here](#).****

Make Payment

Card number

1234 1234 1234 1234

Expiration date

MM / YY

Name on card

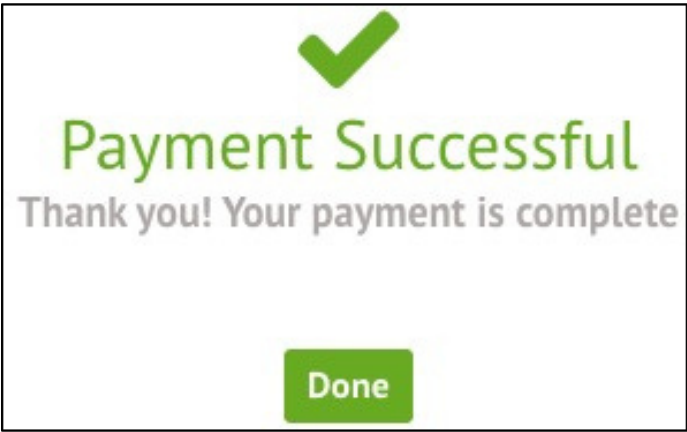
Security code (CVV/CVC)

CVC

Cancel

Pay £10.00

Once a payment has been successful, see the message below.



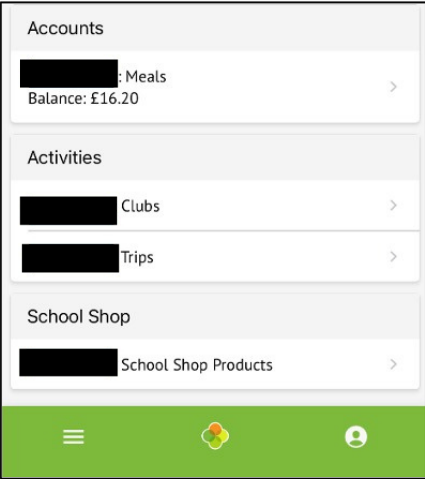
The meals balance will then be updated to reflect the top-up right away. Further information and help can be located on the Arbor website [here](#).

Please note that once you have topped up, you will need to contact the school if you would like to move money to a different account or would like a refund.

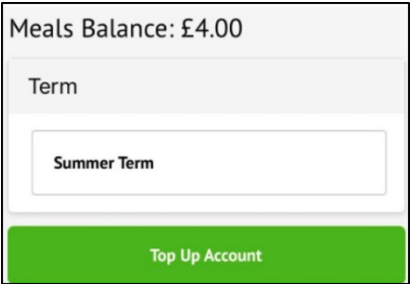
Parent Arbor top-up guide: Arbor App

This guide will take you through how to top-up a meal account via the Arbor Parent App.

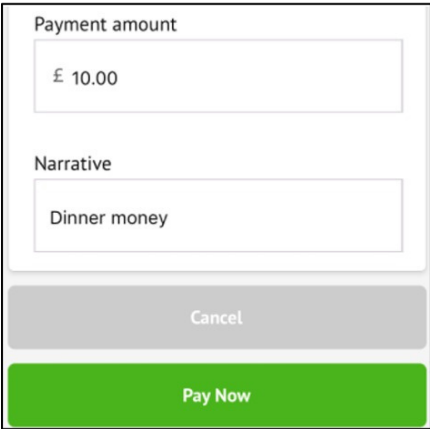
Once you have logged into the Arbor App you will be presented with the Dashboard Page. In here you will be able to see the different accounts. Please select the “Meals” account to see more information or to top up.



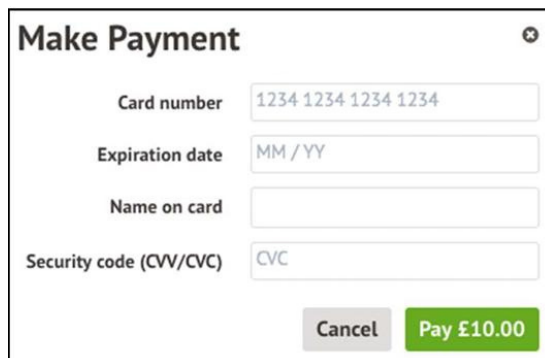
Once you have selected the meal account you will be met with an option to select “Top Up Account”



When you have selected “Top Up Account” you will then be presented with an area to unput the amount you would like to top up. Please note, the minimum payment amount is £2. Once the amount has been inputted, please select “Pay Now”

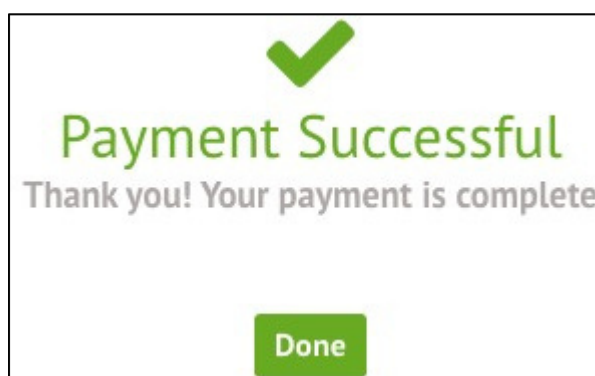


The next step will allow you to input your card details, once filled in select "Pay".
Please note, when you click pay, you may need to complete an extra step of verification with your bank. This is in line with the new Strong Customer Authentication guidelines, of which you can read more about [here](#).



A screenshot of a 'Make Payment' form. The form has a title 'Make Payment' at the top left and a close icon at the top right. It contains four input fields: 'Card number' with the placeholder '1234 1234 1234 1234', 'Expiration date' with the placeholder 'MM / YY', 'Name on card', and 'Security code (CVV/CVC)' with the placeholder 'CVC'. At the bottom right, there are two buttons: a grey 'Cancel' button and a green 'Pay £10.00' button.

Once a payment has been successful, see the message below.



Further information can be located on the Arbor website [here](#).

Please note that once you have topped up, you will need to contact the school if you would like to move money to a different account or would like a refund.

BIOMETRICS INFORMATION

April 2026

Biometric System at Derby Moor Academy

At Derby Moor Academy we have a voluntary biometric recognition system at the school. This system is used for cashless catering, school library and printing work documents.

We find this provides the school with a number of very significant benefits including:

- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in the need for cash handling
- Students do not have to remember to bring a card
- Reduction in queuing time

In order to comply with the provisions of the Protection of Freedoms Act 2012, we need written permission from a parent/carers in order for students to use the biometric system.

During the three day Transition process in July we will be scanning your child's finger to activate their biometric account within our school. Therefore it is really important that we receive consent on the admissions form attached to the email you have received.

We will continue to offer an opportunity to opt out for those students who would prefer to use a dinner card to purchase their food.

If you would like more information or the chance to discuss this further, please feel free to contact the school.

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record a biometric measurement taken from a scanned finger image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission by September 2013 will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, such as an Identity Card, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to your child continuing to use the biometric system, it is important that you return the signed admissions form attached as soon as possible. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.

Impact Cashless Catering Systems
Headley TechnologyPark
Middle Lane, Wythall
Birmingham, B38 0DS

Tel: 01564 829999

Fax: 01564 826999

Email: service@cunninghams.co.uk



Impact Biometrics
Leaving a Lasting Impression

Bio - what?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes these include finger image, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.



Make up of a fingerprint



A history of biometrics

Once the domain of the local constabulary, Biometric technology is now being used at many locations around the country. Banks, supermarkets and now even schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of finger images as a security device started with Chinese officials using them to seal documents in the second century BC. Over the last few years the technology has begun to find favor commercially.

Whilst the use of Biometrics has been steadily growing over the last ten years, the past couple of years have seen an explosion in development, interest and vendor involvement.