



# Dig Tech & Business Department Newsletter

## Happy New Year

Welcome to the first term of 2026. We have many things to look forward to in 2026 with some new upcoming projects in KS3 Digital Technology. Last term the learners continued with their projects with great enthusiasm, many of which continue into this term.

## What we are learning

<b>Year 7</b>	We are continuing to focus on our spreadsheet skills this half term. Year 7 will be building their own spreadsheet model in order to analyse whether their music festival will ultimately make a profit or not. This will be done using a range of formulas, as well as some estimation towards the costs of setting up the festival.
<b>Year 8</b>	Year 8 will continuing on the theme of Jolly Holidays and are busy building a database focusing on holiday destinations. This will be used to create a variety of outputs including query's and reports.
<b>Year 9</b>	Year 9 have been busy delving into Augmented Reality and getting used to using Blippar. We will be continuing to build our AR prototypes and we will be busy testing them over the next few weeks. The software is online, so please ask to see what the learners have been building.
<b>Year 10 Business</b>	Our progress continues with Best Burgers. With the first task imminently being sent to the exam board, we will be turning our attention to how we can brand and promote our Best Burger design. The group have already been coming up with some interesting ideas.
<b>Year 10 Dig Tech</b>	With the first piece of coursework sent to the exam board, we are turning our attention to some of the underlying theory that we also need to cover. We are going to be looking at Cyber-Security over this half term
<b>Year 11 Business</b>	We are continuing to look at Product Lifecycle this half term (TA4 in the Specification) before turning our attention to the financial side of Business and TA3.
<b>Year 11 Dig Tech</b>	We are continuing to look at Cyber-Security this half term as well as putting the finishing touches to our final task (R070) with Happy Holidays.

## Upcoming Dates

This term we have Year 11 Progress Evening which is on the **15<sup>th</sup> January**. We hope to see as many of you as possible to discuss how your child is doing. We also start discuss Year 9 Options towards the end of the half term, with more information being sent out over the next few weeks.



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## Revision Tip – Flash Cards

One effective revision technique for teenagers is the use of dual-coding. Dual coding is a powerful revision technique that helps teenagers remember information more effectively by combining words and pictures. This approach involves pairing written notes with diagrams, simple drawings, symbols, or icons that represent the same ideas. By presenting information in both visual and verbal forms, the brain has two ways to process and recall the content, which strengthens understanding and memory. Parents can support this method by encouraging their child to create mind maps, label diagrams, or add small sketches to their notes. Dual coding is especially useful for learners who benefit from visual cues and can make revision more engaging and less overwhelming.

## Careers Focus

A Civil Service Administrative Officer plays a key role in supporting the day-to-day running of government departments and public services. Their responsibilities typically include handling correspondence, processing applications and claims, maintaining accurate records, and providing information to members of the public. Administrative Officers often use IT systems to input and manage data, ensure policies and procedures are followed correctly and help deliver services efficiently and fairly. They may also work as part of a team to support senior staff, contribute to problem-solving and ensure that government services meet required standards and deadlines

You can find out more at <https://nationalcareers.service.gov.uk/job-profiles/civil-service-administrative-officer>

## Lesson 6

For our Year 10 and Year 11 students, there is an opportunity for them to work after school on a Tuesday, Thursday and Friday in room A3 on their coursework. As we have an upcoming deadline for both Business & Digital Technology students, then attending these sessions will help improve their grade, especially if your child has missed any lessons.

## Any other questions

If you have any questions about Dig Tech and/ or Business and would like to get in touch with the relevant teacher then please contact school:

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