

STUDENT HANDBOOK

EVERYTHING YOU NEED TO KNOW ABOUT YOUR EDUCATION AT THE ACADEMY



Corby Business Academy

FIRST THINGS FIRST...

THIS BOOK BELONGS TO:

MY TUTOR GROUP IS:

MY TUTOR ROOM IS:

IN THE FACULTY OF:

MY LOCKER IS:



“
**Corby Business
Academy Student
Handbook will cover
all the things you
need to know about
your education at
the Academy.**
”





CONTENTS

- 04 MAP**
- 05 TERM DATES**
- 06 GETTING READY**
Uniform
- 07 BOYS' AND GIRLS' ACTIVE KIT**
Optional additional Active Kit
How to tie your tie
- 07 GETTING HERE BUS ROUTE**
- 08 GETTING TO KNOW YOU**
- 09 THE ACADEMY BUILDING AND FACILITIES**
- 10 THE ACADEMY DAY**
- 11 GETTING AROUND**
- 12 EXPECTATIONS AND ROUTINES FOR LEARNING**
- 13 EXPECTATIONS AND ROUTINES FOR LEARNING**
- 14 GETTING A BREAK**
- 15 SAMPLE MENU**
- 16 SESSION 6: AFTER THE ACADEMIC DAY FINISHES**
- 17 SAMPLE SESSION 6 ACTIVITY TIMETABLE**
- 18 GETTING MORE INFORMATION**
If I miss the bus
If I lose my smart card
If I want to bring my bike to school
If I am ill at home
If I am ill at school
If I lose any property
If I have free school meals
If I have an outside appointment during the day
- 19 GETTING MORE INFORMATION CONTINUED**
Mobile phones
Contact Information
- 20 ACADEMY TIMETABLE**

MAP OF THE FACULTY BLOCKS:

Rooms are numbered thus: initial letter of the faculty name, followed by U (upper floor) or L (lower floor) and number (clockwise from left on entry to the faculty). For example, PU1 is in the PNS faculty on the upper floor, the first room on the left from the entry doors.



TERM DATES 2016/2017

TERM 1	Thursday 1st September 2016	Training Day
	Friday 2 nd September 2016	Training Day
	Monday 5 th September 2016	Open to staff and students
	Friday 21 st October 2016	End of Term 1
TERM 2	Monday 31st October 2016	Training Day
	Tuesday 1 st November 2016	Open to staff and students
	Tuesday 20 th December 2016	End of Term 2
TERM 3	Wednesday 4th January 2017	Training Day
	Thursday 5 th January 2017	Open to staff and students
	Friday 10 th February 2017	End of Term 3
TERM 4	Monday 20th February 2017	Open to staff and students
	Thursday 30 th March 2017	End of Term 4
	Friday 31 st March 2017	Training Day
TERM 5	Tuesday 18th April 2017	Open to staff and students
	Friday 26 th May 2017	End of Term 5
TERM 6	Monday 5th June 2017	Open to staff and students
	Friday 21 st July 2017	End of Term 6 and school year

GETTING READY



“
You should also
make sure that all
of your belongings
have a name tag.
”



YOU WILL NEED A UNIFORM OF:

BOYS' UNIFORM:

Academy tie

White shirt

Black trousers (not fashion trousers)

Black blazer with Academy logo

Black socks

Black plain shoes (not fashion shoes)

Suitable carrying bag

GIRLS' UNIFORM:

Academy tie

White shirt

Black trousers (not fashion trousers) or
skirt (below the knee)

Black blazer with Academy logo

Black socks or black tights

Black plain shoes (not fashion shoes)

Suitable carrying bag

BOYS' AND GIRLS' ACTIVE KIT

Black polo shirt or t-shirt with Academy logo

Black shorts

Black games socks (long)

Black Sweatshirt with Academy logo

OPTIONAL ADDITIONAL PE KIT

Black games shirt with Academy logo (rugby style)

Academy tracksuit



Don't forget your swipe card and bag with essentials –pen, pencil, ruler, rubber etc!
Make sure you have your name on all your belongings so they can be returned if you misplace them.

HOW TO TIE YOUR TIE

Log onto the CBA website for an instruction guide about how to tie your tie correctly. Visit www.corbybusinessacademy.org and click on the 'Parent Info' tab. Then click on 'Uniforms' on the left hand menu.

GETTING HERE

You can get to the Academy by bike, car or bus.

BUS ROUTE: Make sure you know exactly which bus you need to get on; where it leaves from and at what time. You will find this information in the letter about bus routes that you will receive before you start next term. Transport is arranged by Northants County Council and any queries or enquiries should be made to the council by calling **01604 364585** or **01604 364388**

You will need to get to the Academy for 8.30am or you will be registered as late.

There is no registration period with your tutors at the start of the day so lessons have to start promptly.



GETTING TO KNOW YOU

You will be given a tutor and become part of a tutor group. You'll get to know each other very well, take part in events and trips and you'll easily feel at home and make friends. Your tutor will act as first point of contact helping you and your parents with any concerns or questions you may have.

Your tutor's role is to maintain a positive attitude towards you and the other students in your tutor group and develop a relationship that allows your tutor to monitor, support and influence your progress, performance and good behaviour. Your tutor will discuss with you each of your termly subject reports.

Your parents can contact your tutor by attending the parents' evening for your year group or via email.

Email addresses at Corby Business Academy follow this format - initial, surname @corbybusinessacademy. For example, mhopewell@corbybusinessacademy.org. They can also phone reception and leave a message for your tutor who will reply as soon as possible.

The Student Support Officer for Year 7, Donna Lapsley, will also advise and help you. Parents can contact her by calling 01536 303120 or by emailing dlapsley@corbybusinessacademy.org.

“ You'll get to know other students very well, take part in events and trips and you'll easily feel at home and make friends. ”



THE ACADEMY BUILDING AND FACILITIES

FACULTIES:

The Academy is split into different areas called 'faculties', where related subjects are taught.

The Faculties are:

- **BHE** - Faculty of Business, Humanities & Enterprise
- **PNS** - Faculty of Physical and Natural Sciences
- **AMID** - Faculty of Art, Music and Industrial Design
- **MAIT** - Faculty of Maths and IT
- **COMMS** - Faculty of Communication
- **UNIT** - Faculty of Designated Special Provision

LIBRARY:

The Library is a major hub of the building where you can go to study, to do research, to finish off homework, to work on computers or surf the internet.

The library has a wide range of resources; such as books, CDs, DVDs and you can also book out laptops to work on. This is why you need to remember your smart card so you can borrow all these things.

LOCKERS:

You will be allocated your own locker but you must provide your own padlock. (Write your locker location at the front of this booklet).

At the beginning of the school day put all of your belongings in your locker and then they'll be kept safe and you won't have to carry all your possessions around the building.

Having lockers keeps the building tidier and means that you always know where your belongings are.



THE ACADEMY DAY

Each day has five sessions, with a sixth session after lessons from Monday to Thursday.

During Session 1 you will have a 15 minute breakfast break with your teaching group and during Session 3 you will have a 30 minute lunch break.

The main buses leave at 3.40pm (3.10pm on Wednesdays).

You may stay on and join in the many activities that are provided after lessons in Session 6.



MONDAY, TUESDAY, THURSDAY, FRIDAY

8.30 Buses arrive by 8.30

Session 1 (Mon – Fri)

8.40 - 10.05 (includes 15 minute breakfast break)

Session 2

10.05 - 11.15

11.15 - 11.35 Tutor time/assembly

Session 3

11.35 - 1.15 (includes 30 minute lunch break)

Session 4

1.15 - 2.25

Session 5

2.25 - 3.30

Session 6 (Except Friday)

3.45 -5.00

WEDNESDAY

8.30 Buses arrive by 8.30

Session 1 (Mon – Fri)

8.40 - 10.05

(includes 15 minute breakfast break)

Session 2

10.05 - 11.10

11.10 - 11.30

Tutor time/assembly

Session 3

11.30 - 1.00

(includes 30 minute lunch break)

Session 4

1.00 - 2.00

Session 5

2.00 - 3.00

Session 6

3.15 - 5.00

There is a late bus service from the Academy at 5pm on Mondays, Tuesdays, Wednesdays and Thursdays. There is no late bus service on Fridays.

GETTING AROUND

You will need a smart card which you must bring with you every day.

This acts like a

- Bus pass
- Name tag
- Payment for meals
- Library/resource booking card

“During your first days at the Academy you will be issued with your own personal card with your picture on it. This means you don't need to bring money into school daily, we can keep a record of who's in the building and it makes life easier for everyone. You can bring in money to top up your card or else your parents can pay into your account by cheque or online using Wisepay.”



EXPECTATIONS

We expect everyone working in the Academy, both staff and students, to work to the best of their abilities. We expect that people will treat each other with respect, behaving in a civilised and courteous way at all times.

We expect that staff and students will treat the building and its equipment with due care and attention and take pride in the facilities that we have on site. We expect the Academy to be a friendly and diligent organisation where everyone plays their part to build a school community we're all proud of.

All lessons have a Routines for Learning Schedule which are followed by both staff and students.

STUDENT ROUTINES FOR LEARNING

BEFORE THE LESSON

Make sure you are dressed correctly in the Academy uniform.

Arrive in plenty of time without bags, coats, mobile phones, MP3 players, chewing gum, food or drink.

Quickly and quietly take a seat and be ready to learn with the right equipment.

Think about what you learned last lesson and what you are going to do this lesson.

DURING THE LESSON

Sit where you are asked or according to the seating plan.

Put all your equipment for the lesson ready on the desk.

Be silent whenever someone is speaking to the group.

Do not shout out.

Sit properly on your chair.

Follow all teacher instructions immediately.

AT THE END OF THE LESSON

After the plenary:

Help tidy the room then sit quietly facing your teacher and listen for instructions.

When asked put your chair away and stand behind it. Leave quietly when told to do so.

TEACHER ROUTINES FOR LEARNING

- Begin by reminding everyone of the Routines for Learning.
- Be in class on time and be well prepared for the start of lessons.
- Introduce work at the right levels for students in the class.
- Make it very clear what the purpose of the lesson is, what will be learned and what will be assessed.
- Treat students with respect but do not tolerate poor behaviour.
- Give feedback during the lesson to help students improve.

“

We expect the Academy to be a friendly and diligent organisation where everyone plays their part to build a school community we're all proud of.

”



BREAK TIMES

You will have two breaks a day: 15 minutes at breakfast and 30 minutes for lunch. All break times will be spent in the Academy, you won't need to leave the building.

BREAKFAST:

You can either bring your own food or pay for fruit, cereal, toast, eggs, bacon, sausage etc in the restaurant.

LUNCH:

Again, either bring a packed lunch or choose from a range of healthy options which you can buy from the restaurant.

Your lesson tutor will accompany your group to the restaurant, and breaks will be timetabled on a rota basis so the restaurant will never be too crowded at any one time.

NOTE:

You will only be allowed to eat food in the restaurant during the school day, not elsewhere in the Academy.

This means no sweets or drinks anywhere else. Chewing gum is banned throughout the Academy building. Water is available in each faculty block.



Menu Options

The menu options provided by our restaurant change frequently. Here is a sample Spring menu:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CHEF'S MAIN MEALS <ul style="list-style-type: none"> • Leek & Ham Pie • Chicken & Prawn Paella 	CHEF'S MAIN MEALS <ul style="list-style-type: none"> • Lamb, Coconut & Mango Curry • Cheeseburgers 	CHEF'S MAIN MEALS <ul style="list-style-type: none"> • Roast Beef • Stir Fry Sesame Pork 	CHEF'S MAIN MEALS <ul style="list-style-type: none"> • Chicken, Lemon, Mustard & Tarragon • Cottage Cheesy Pie 	CHEF'S MAIN MEALS <ul style="list-style-type: none"> • Chef's battered fish of the day served with lemon and tartare sauce • Tuna & Tomato Pasta
CHEF'S VEGETARIAN <ul style="list-style-type: none"> • Luxury Macaroni Cheese 	CHEF'S VEGETARIAN <ul style="list-style-type: none"> • Cheddar & Red Onion Tart 	CHEF'S VEGETARIAN <ul style="list-style-type: none"> • Roasted Ratatouille Pasta 	CHEF'S VEGETARIAN <ul style="list-style-type: none"> • Mushroom & Pea Risotto 	CHEF'S VEGETARIAN <ul style="list-style-type: none"> • Vegetable & Mint Cous Cous
CHEF'S VEGETABLES <ul style="list-style-type: none"> • Rosti Potatoes • Cabbage with Bacon • Sweetcorn 	CHEF'S VEGETABLES <ul style="list-style-type: none"> • Pilau Rice • Diced Potatoes & Onions • Garden Peas • Poppodums 	CHEF'S VEGETABLES <ul style="list-style-type: none"> • Roast Potatoes • Broccoli • Carrots 	CHEF'S VEGETABLES <ul style="list-style-type: none"> • New Potatoes • Green Beans • Braised Celery with Apple 	CHEF'S VEGETABLES <ul style="list-style-type: none"> • Chipped Potatoes • Mushy Peas or Garden Peas • Baked Beans
CHEF'S DESSERT <ul style="list-style-type: none"> • Rhubarb & Orange Crunch 	CHEF'S DESSERT <ul style="list-style-type: none"> • Banoffee Pudding 	CHEF'S DESSERT <ul style="list-style-type: none"> • Chocolate & Cherry Sponge 	CHEF'S DESSERT <ul style="list-style-type: none"> • Apple & Cinnamon Rice Pudding 	CHEF'S DESSERT <ul style="list-style-type: none"> • Blackberry & Apple Crumble

Available daily: Jacket Potatoes, Sausage Rolls, Salad Boxes, Cold Desserts & Fruit Salads

SESSION 6: AFTER THE ACADEMY DAY FINISHES

- You will be able to stay on after school to carry on with your work.
- You can also join in with after-school clubs and sports.
- There will be a late bus to take you home.
- Students must sign up for all Session 6 activities through the Academy's website even if they do not require the late bus.
- Staying for Session 6 means that you must behave in line with Academy expectations.

There will be lots of Session 6 activities for you to choose from and all faculties will offer something. On page 17 there is a timetable of the Session 6 activities.



SESSION 6: SAMPLE TIMETABLE

CORBY BUSINESS ACADEMY AFTER SCHOOL ACTIVITIES				
Day & Faculty	Activity	Venue	TIME	Staff
MONDAY				
AMID	Senior Brass Ensemble	AU2	3.30 - 4.50	Garry Fountain
AMID	CBA Vocalize (CU)	AU6		Mrs Lambert
AMID	Digital Photography GCSE	AU1		Zoe Moore
AMID	Senior Choir	AU6		Rebecca Smith
BHE	A2 History Catch Up	BHE		Sam Stacey
BHE	AS French Conversation	BHE		Alexandra Estebe
PNS	Years 7/8 Boys Cricket Training	Astro		Jordon Joseph
PNS	Netball Girls (all years) (CU)	Netball Courts		Amy Harris
PNS	Year 8 Football (CU)	Astro		Jonathon Chew
MAIT	Year 7/8 Computer Science Enrichment	ML7		Karen Owen/Yusif Dhorat
LIBRARY	OPEN (quiet study time)	LIBRARY	To - 5.30	
TUESDAY				
AMID	Junior Concert Band	AU6	3.30 - 4.50	Clive Wears/Mrs Roberts
AMID	Sew'n' Sews	AU11		Abbie Parsons
AMID	A Level Product Design Catch Up	AL2/3		David Harley
BHE	Spelling Bee French	BHE		Alexandra Estabe
Inclusion	Kitchen/Garden	DU6		Nikki Clark/Richard White/ Kirsty Hill
PNS	Year 7 Dance Club (CU)	Dance Studio		Francia Dickinson
PNS	Athletics	Sports Hall		Active Staff
PNS	Senior Dance Company (CU)	Dance Studio		Daryl Handy
MAIT	Northamptonshire Country Challenge	ML3		Karen Owen
MAIT	Maths Challenge	MAIT		Maxwell Sam
LIBRARY	Chess Tournament	Library	3.30 - 5.00	Amy McKay
LIBRARY	OPEN (quiet study time)	LIBRARY	To - 5.30	
WEDNESDAY				
AMID	Combined Strings	AU2	3.00 - 4.50	Felicity Cornish
AMID	GCSE Year 11 Music Recordings	Recording Studios	3.00 - 4.50	Clive Wears
AMID	Big Band	AU6	3.00 - 4.50	Alan Wakeman/Lucy Wass

CORBY BUSINESS ACADEMY AFTER SCHOOL ACTIVITIES					
Day & Faculty	Activity	Venue	TIME	Staff	
WEDNESDAY					
AMID	Sew'n' Sews Years 9, 10 & 11	AU11	3.30 - 4.50	Abbie Parsons	
BHE	AS/A2 History Catch Up	BHE	3.00 - 4.50	Jonathon Chew/Sam Stacey	
MAIT	Homework Club	MAIT/COMMS		Bernie Smith	
PNS	Boys Rugby (all years)	MAIT		Phil Woolley	
PNS	Boys Football Year 9	Astro		Stuart Baker	
PNS	Boys Cricket Years 9/10	Sports Hall		Jordan Joseph	
PNS	Duke of Edinburgh	PNS		Natasha Dunstone	
PNS	Elite Dance Company (CU)	PNS		Francia Dickinson	
PNS	Science Clinic (all years)	PNS		Science Staff	
LIBRARY	Corby Book Addicts	LIBRARY		3.00 - 5.00	Amy McKay
LIBRARY	OPEN (quiet study time)	LIBRARY		To - 5.30	
THURSDAY					
AMID	Senior Concert Band	AU6	3.30 - 4.50	Clive Wears	
AMID	Galimoto Toy Making	AMID		Jacqui	
AMID	Art A Level/GCSE A-A*	AU1		Zoe Moore	
AMID	Sew'n' Sews	AU11		Abbie Parsons	
BHE	Spelling Bee Spanish	BU4		Claudia Tapia Villa	
Inclusion	Football	DL1		Richard White/Beverley Wilson	
MAIT	Northamptonshire Country Challenge	ML3		Karen Owen	
MAIT	Year 12/13 Maths revision and support	MAIT		Sam Anderson	
PNS	Animal Club - all years (CU) (every other week)	PL4		Neil Price	
PNS	Athletics	Sports Hall		Active Staff	
PNS	Fitness Club (all years)	PNS	Daryl Handy		
PNS	KS3 Girls in Physics	PNS	R Hill/E Ponton		
PNS	Junior Dance Club	Dance Studio	Francia Dickinson		
PNS	Year 9, 10 & 11 Girls Football Matches	Sports Hall	3.30 - 5.45	Natasha Dunstone	
PNS	All Years Girls/Boys Basketball	Sports Hall	3.30 - 4.50	James Aston	
LIBRARY	OPEN (quiet study time)	LIBRARY	To - 5.30		
FRIDAY For all students school closes at 3.30pm					
LIBRARY	OPEN (quiet study time)	LIBRARY	To - 4.00		

Parent/Carer please note the above CBA After School Enrichment Timetables for the relevant Faculties. The late buses are available Monday, Tuesday, Wednesday, Thursday at 5.00pm. If your child wishes to attend any of the activities above or requires the late bus please ensure they book a place through CBA Website 'Book A Bus'. NO LATE BUSES FRIDAY.

Session 6 activities may be cancelled at short notice due to unforeseen circumstances, however alternative provision will be put in place. Please note subjects will invite students to revision/catch-up sessions, letters will be sent home to provide details of dates and times.

WHAT TO DO

IF I MISS THE BUS:

Firstly you have to let the Academy know that you are going to be late. Phone in to reception and let them know. You will have to find another way of getting in to school safely and quickly.

You will be expected to make up missed time.

IF I LOSE MY SMART CARD:

Again, go to student reception and tell them immediately as it might have been handed in. Don't worry as any money on it will be safe, no-one else will be able to access it. If you need a replacement card the IT helpdesk will provide one for a cost of £5. The existing money on your card will be transferred over to the new one.

IF I WANT TO BRING MY BIKE TO SCHOOL:

There is a place for you to park and lock up your bike. It is covered by the CCTV cameras.

IF I AM ILL AT HOME:

If you are ill at home and can't come in to the Academy then please make sure that your parent or guardian contacts the Academy to let us know. This can be done by calling reception, texting 0762 819425 or by using the online form to report an absence on the CBA website.

IF I AM ILL AT SCHOOL:

If you feel ill at school then you will need to let your

teacher know. They can arrange for a message to be sent home and you will only be allowed home if your parent/s have been informed that you are ill and are returning home. You must not phone or text your parents yourself to tell them you are ill.

IF I LOSE ANY PROPERTY:

If you have anything of sentimental or actual value it is better not to bring it into the Academy. Your possessions should be kept in your locker. If you have lost anything then there is a lost property box at student reception where you can check to see if it has been handed in. Please ensure all uniform and possessions are marked with your name so they can be returned if mislaid. If you lose your locker key inform your Pastoral Support Officer.

IF I HAVE FREE SCHOOL MEALS:

Your smart card will have an allowance already stored so you can pay for meals with your card like everyone else.

IF I HAVE AN OUTSIDE APPOINTMENT DURING THE DAY:

If you have to leave the Academy for a medical/dental appointment or other reason then a written message should be given to your Pastoral Support Officer detailing the reason and the timings.

MOBILE PHONES:

Please note that should it be necessary for students to bring their mobile phones into Academy, they must be switched off and left locked in the student's locker at all times during the day.

The Academy will take no responsibility for mobile phones which are brought into school. Students discovered either with phones in their possession in lessons or using them around the Academy will be required to submit their phone for safe keeping until they can be collected as instructed by a member of staff. This also applies to MP3 players and similar devices.

**GETTING MORE INFORMATION**

A lot of information you'll need can be found on the Academy website, so keep checking it regularly.

Here are some other pointers you might find useful:

Address:

Corby Business Academy, Academy Way,
Gretton Road, Corby,
Northamptonshire NN17 5EB.

Website: www.corbybusinessacademy.org

Email: enquiries@corbybusinessacademy.org

Telephone enquiries: 01536 303120

Transport enquiries: 01604 364585 or 01604 364388



	SESSION 1	SESSION 2	TUTOR TIME/ ASSEMBLY	SESSION 3	SESSION 4	SESSION 5	BUSES	SESSION 6	BUSES
MONDAY	8.40am to 10.05am (includes 15 minute breakfast break)	10.05am to 11.15am	11.15am to 11.35am	11.35am to 1.15pm (includes 30 minute lunch break)	1.15pm to 2.25pm	2.25pm to 3.30pm	3.40pm 	3.45pm to 5pm	5pm 
TUESDAY	8.40am to 10.05am (includes 15 minute breakfast break)	10.05am to 11.15am	11.15am to 11.35am	11.35am to 1.15pm (includes 30 minute lunch break)	1.15pm to 2.25pm	2.25pm to 3.30pm	3.40pm 	3.45pm to 5pm	5pm 
WEDNESDAY	8.40am to 10.05am (includes 15 minute breakfast break)	10.05am to 11.10am	11.10am to 11.30am	11.30am to 1pm (includes 30 minute lunch break)	1pm to 2pm	2pm to 3pm	3.10pm 	3.15pm to 5pm	5pm 
THURSDAY	8.40am to 10.05am (includes 15 minute breakfast break)	10.05am to 11.15am	11.15am to 11.35am	11.35am to 1.15pm (includes 30 minute lunch break)	1.15pm to 2.25pm	2.25pm to 3.30pm	3.40pm 	3.45pm to 5pm	5pm 
FRIDAY	8.40am to 10.05am (includes 15 minute breakfast break)	10.05am to 11.15am	11.15am to 11.35am	11.35am to 1.15pm (includes 30 minute lunch break)	1.15pm to 2.25pm	2.25pm to 3.30pm	3.40pm 	3.45pm to 5pm	No late bus 

