



# Transition Newsletter

Week 3 – Friday 25<sup>th</sup> June 2021

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## Welcome

Dear Year 7 Students, Parents and Carers,

Welcome to the third transition newsletter. This newsletter will provide you with key updates and any transition news that you need to know in the lead up to September.

This week, the newsletter will cover the following areas of academy policies; equipment, lockers, PE kit, movement around the Academy, tutor time and being part of a tutor group, tutor profiles and FAQs.



## Overview

The purpose of this newsletter is to run through how best to use a student's timetable, how to successfully organise your child's personal and academy belongings and ensure they are in the best position to learn in each subject.

## Equipment

All students are expected to bring in the correct equipment each day at the Academy. Being organised helps prepare students for their learning in each subject.

The minimum we expect all students to carry with them on their person is:

- 2 Pens (blue or black ink)
- Pencil
- Ruler
- Calculator
- Planner
- Smartcard
- Bus Pass



Above is a map of the Academy. Students will quickly become accustomed to the layout and will know their daily routine of lessons. Year 7 students will be based in the BHE faculty (shown in Green).

Students will have lessons located in different faculties throughout the day, so it is important that they learn their timetable as soon as possible to allow them to be on time for lessons. Each faculty has classrooms both up and downstairs. Each classroom also has its own number, for example BL4. This stands for BHE, Lower, Classroom 4. If the classroom was BU5, this stands for BHE, Upper, Classroom 5. If students become lost, staff are always on hand to point them in the right direction.

### Lockers

At Corby Business Academy, students are allocated a locker at no cost. However, students must provide their own padlock. This can either be a key or coded lock. These are not available to buy at the Academy.

A student's locker is their responsibility to look after. Students can use their locker to store any items they do not need throughout the day.

Students are not allowed to have their rucksacks or bags on their person while moving around the Academy. These should only be worn or visible when arriving and leaving the Academy.

Students can also store coats, books, lunchboxes and their PE kit in their locker.

If a student has brought a packed lunch which they wish to eat at break or lunchtime, they should only bring their lunchbox and drink with them to the restaurant or outdoor seating area.

Students can go to their locker throughout the Academy day during lesson change over and break and lunchtime. However, students should not be going to their locker during lesson time, unless they have been given permission by their teacher. They will have been given a student pass which entitles them to do this.



### Test Yourself

Here is your opportunity to test your understanding of how classrooms are numbered and organised at Corby Business Academy. Answers will be revealed next week. The first has been completed for you:

- 1.) BL4  
A: BHE, Lower, Classroom 4.
- 2.) PU8  
A:
- 3.) MU6  
A:
- 4.) AL15  
A:
- 5.) CL5  
A:

### PE Kit

Students are expected to have the correct Academy PE kit for each of their PE lessons every week. Year 7 have two PE lessons per week. These lessons could be based either outdoors or indoors. Their PE teacher will inform them of what sport and activity they will be participating in so students are correctly prepared for each lesson.

### Sports Kit for Boys and Girls

- Black and green games shirt
- Black and green hooded top
- Black and green shorts (boys)
- Black and green skirt (girls)
- CBA leggings (optional)
- Tapered tracksuit bottoms (optional)
- Black games socks

Failure to bring the correct kit will result in a student borrowing kit from the PE department staff. The student's name and the date they forgot their kit will be taken. Should this occur on more than two occasions in one term, a student will receive a break or lunchtime detention. Repeated offences will result in a phone call to parents or carers.

All uniform including P.E. Kit is available from either of our two uniform suppliers:

Chroma [www.chromasport.co.uk](http://www.chromasport.co.uk)

or

KarlSport <https://karlsports.co.uk>

### **Movement Around the Academy**

Movement around the Academy is at its busiest during the start and end of the Academy day and during lesson change over.

To ensure that all students, staff and visitors can move through the Academy as efficiently and safely as possible, we expect all students to abide by the following expectations:

- Students are expected to be on time, being on time is polite and sets a positive tone for the start of the next lesson
- Students move around the Academy in a polite and efficient manner, moving quickly but safely between lessons
- We walk on the left-hand side in corridors and on staircases
- Where possible we hold doors open for peers, staff and visitors to the Academy, we are polite and positive about our Academy environment and are welcoming to newcomers
- Treat the building and Academy property with respect

Students who fail to follow these expectations or show poor punctuality will receive behaviour sanctions.

Being late for a lesson can happen due to different circumstances. If a student is late, their teacher will mark them on the register with how many minutes late they were. Repeated late marks will result in break and lunchtime detentions.

At the end of PE lessons, students will be dismissed two minutes before normal lesson change over to allow time for them to put their PE kit in their locker and collect equipment needed in their next lesson.



### **Tutor Time**

Tutor time is a valuable part of the Academy day. It is an opportunity for students to talk and share how they are feeling with their tutor. Alongside the academic mentoring, daily activities are designed to help all students become more well-rounded and gain knowledge of different areas outside the curriculum.

Day	Tutor Time Activity
Monday	Year Group Assembly
Tuesday	Planner Check and Reading
Wednesday	Numeracy Ninja
Thursday	Newsround and Discussions
Friday	Quiz

#### **Year Group Assembly:**

There are held in the Theatre and led by the Head of Year or member of SLT. They focus on topics of interest, subject information, important academy information and any messages from staff.

#### **Planner Check and Reading:**

Every student is issued with a planner to write in homework and key information. These must be signed each Tuesday and are checked by the tutor. While planners are being checked, students are expected to be reading a book in. Books should be loaned out from the Library or brought in from home.

#### **Numeracy Ninja:**

Each week students will put their mental arithmetic to the test in 5 min quizzes. Their scores are logged and they will receive different colour belts depending on their success each week.

#### **Newsround and Discussions:**

Students will watch an episode of Newsround so they are aware of current affairs and news which impacts young people. After the episode, students will have the opportunity to discuss new topics as a tutor group.

#### **Quiz:**

Each week students will have the chance, as a form, to test their knowledge in all manner of subjects. They will be in a league table against all the other tutor groups in their year.





### Student View

Over the next two weeks, views from our current Year 7 students will be published online.

Here students will share their experiences of starting secondary school and what to look forward to at Corby Business Academy.



### Transition Information

We can now confirm that we will be informing you which tutor group your child has been placed in via e-mail on Friday 9<sup>th</sup> July 2021.

If you have not already done so please ensure you and your child have completed the 'Student Questionnaire'.

**Please complete this by Friday 25<sup>th</sup> June 2021.**

Student questionnaires are used to help place students into their new tutor group. We try to ensure that your child is placed into a tutor group with at least one of the friends they mention on their questionnaire. We advise that you have a minimum of two friends mentioned from your Primary school. A link to the online form is below:

[Student Questionnaire Form](#)

If you have any questions regarding the transition process or are unsure of what you must have completed and returned to the Academy, please use the following e-mail address below:

[yearevenadmissions@corbybusinessacademy.org](mailto:yearevenadmissions@corbybusinessacademy.org)

Mr P. Hallam  
Head of Year 7



### Corby Business Academy Student Questionnaire

The purpose of this questionnaire is to find out about every student joining Corby Business Academy. The answers you give will allow your tutor and teachers to get to know a little bit about you before you arrive at the Academy.

1. Name of Student

2. Primary School?

