



Corby Business Academy



Your guide to returning to the Academy September 2020

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Introduction

Welcome to our guide for returning to the Academy

As you would expect, we are excited about the prospect of all our students returning back to the Academy in September; you will also appreciate that safety remains our first priority.

We have taken time to review all Government, DfE and Public Health England guidance and are confident that our procedures and operational structures will minimise risk and provide everyone in our academies with as safe an environment as possible.

We are absolutely focused on ensuring all students return in September to continue with their learning and we have in place a clear strategy based on - **Re-open, Return, Recover.**

- ✓ We will **re-open** for all students
- ✓ We will expect all students to **return**
- ✓ We will implement a carefully planned curriculum to ensure students **recover** any lost learning time whilst not in the school building



Our core priorities

In September, we will be totally focused on three core priorities.

1. Maintaining our rigorous procedures to minimise risk of infection
2. Supporting students' wellbeing
3. Closing any potential gaps in students' academic learning and ensuring their progress is accelerated



COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our academy to minimise the risk of infection and enable our staff to continue supporting a high-quality provision.

This means that the Academy will look different upon our return and some of the operational structures and experiences your child is used to in a normal academy environment will have changed.



Introduction

What is the purpose of this document?

This booklet sets out guidance for the full re-opening of our academy for the start of the Autumn term in September, 2020.

It is intended to give you an outline of what our new academy environment will look and feel like, and reassure you that we will do everything we can to make our academy as safe as it can be for students and staff.

This booklet explains changes to the way we would normally operate and support you in preparing students for a successful return to the Academy. These changes have been informed by the DfE guidance issued to schools and academies on 7 August 2020 which may be subject to change.

The measures set out in the DfE guidance provide a framework for academy leaders to put in place proportionate protective measures for students and staff. They are intended to ensure all students receive a high-quality education enabling them to thrive and progress. We have been asked to minimise the number of contacts each student has during the Academy day to reduce the risk of transmission.

This booklet clarifies how we will meet your expectations for supporting students on their return to school and how you can help us maintain a safe environment with minimal disruption to learning.

We have really appreciated your support so far and familiarising yourself with the detail of this booklet will help us provide a positive start to a return to full-time education.



Our approach

Our key principles

Drawing on guidance from the Department for Education, the Brooke Weston Trust COVID-19 protocols are designed to create 'protective pods', which separate our academy from external factors as far as possible and limit social interaction between groups of students and staff.

We are confident that the procedures outlined in this booklet offer the best possible levels of protection for our students, staff, and their families. We have undertaken a detailed evaluation of the level of risk across our site and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all students, parents, carers and staff are entering an environment that is as safe as possible.

We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our site and who will be returning regularly to see how we are operating during the Autumn term.

Our key principles for opening in September will be:

- the expectation that all students attend the Academy
- school uniform, (business wear for Sixth Form students), must be worn
- teaching a broad and balanced curriculum
- implementing a wide range of intervention support
- reducing the risk of spreading infection as far as possible
- social distancing regulations that adhere to Government guidance
- in the case of possible future closures, a contingency plan for home learning to immediately be accessible



Preparing for opening

The Department for Education have asked academies to prepare for all students to return full-time from the start of the Autumn term. Academies must comply with health and safety guidance, which requires us to assess risks and put in place proportionate control measures. As you would expect, we have sought independent advice and carried out detailed risk assessments, which we will continue to monitor as the term gets underway.

The information in this section has been taken from the Department for Education guidance to schools and academies issued on 7 August 2020 which may be subject to change. We are following their prevention and response to infection guidance. More detailed information can be found in the guidance – please click below to access the full document:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Prevention - Essential measures include:

A requirement that people who are ill stay at home

- ensuring that students, staff and other adults do not come into the Academy if they have symptoms of COVID-19, or have tested positive in the last 10 days: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>
- ensuring anyone developing those symptoms during the Academy day is sent home and collected by a parent or carer

Robust hand and respiratory hygiene

- ensuring that students clean their hands regularly, including when they arrive at the Academy, when they return from breaks, when they change rooms and before and after eating
 - promoting the 'catch it, bin it, kill it' approach
 - Public Health England does not (based on current evidence) recommend the use of face coverings in academies. This evidence will be kept under review.
 - enhanced cleaning arrangements including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Active engagement with NHS Test and Trace
 - Consideration of how to minimise contact between individuals and maintain social distancing wherever possible. This will include:
 - grouping students together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from students and other staff as much as possible

Response to any infection – Essential measures include:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the Academy community
- contain any outbreak by following local health protection team advice

Attendance

It is vital for all students to return to the Academy to minimise, as far as possible, the possible long-term impact of the pandemic on students' education, wellbeing and wider development. The Department for Education have advised us that academy attendance will therefore again be mandatory from the beginning of the Autumn term. This means from that point, the usual protocols on academy attendance will apply, including:

- Parents' and carers' duty to secure that their child attends regularly at the Academy where the child is a registered student and they are of compulsory school age;
- the Academy's responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

We understand that some students and parents may be anxious about returning to the Academy. Please do get in touch with us if this is the case.

Telephone: 01536 303120

Email: enquiries@corbybusinessacademy.org

Attendance and punctuality matter. Research shows that students who attend the Academy every day perform better in class and examinations, resulting in improved life chances. Young people with no absences are 2.8 times more likely to achieve good examination passes than those with attendance below 85%. However, there are other benefits too, including improved social skills and personal development; feeling happier with positive wellbeing; learning routines, self-discipline and resilience and increased opportunities to have new experiences. All of these are a vital part of growing up and preparing for adulthood, supporting students to reach their full potential and achieving their dreams.

At Corby Business Academy we expect all students to attend on time, every day, aiming for 100% attendance. Attendance below 97% can be a concern. The table below clarifies our expectations and the impact of attendance on students' learning:

Attendance and punctuality matters. Be smart – be here!		Research indicates:
100%	Target – excellent	Students make good progress with their learning
97%	Very good	Students make good progress with their learning
95%	8 days or 1 week and 3 days missed each year. Concerning.	Students' learning is negatively impacted
90%	16 days or 3 weeks and 1 day missed each year. Very concerning.	Students' learning falls behind the learning of all other students
85%	24 days or 4 weeks and 4 days missed each year.	Students' learning significantly falls behind the learning of all other students
80%	32 days or 6 weeks and 2 days missed each year.	Students' learning significantly falls behind the learning of all other students

Since September 2013, academies are not allowed to grant leave of absence for holidays and the Principal will grant leave of absence only in exceptional circumstances. Parents and carers should write to the Principal if they are requesting leave for this reason. If the absence is not agreed, then Penalty Notices may be issued.

At the Brooke Weston Trust we are ambitious for our students and have high expectations. Students need to be in their Academy to learn. Together, with excellent support, we will help our students and young people attend the Academy every day, so they are ready to succeed.

Student wellbeing

Student Care Room

The Student Care Room is now allocated in the Upper Mall outside MAIT.

The area will be accessible to students during break and lunch if they are required to speak to one of the team members or gain information on any support available.



Student Care Team:

Mrs Harris, Mrs Pickford, Mrs Lapsley, Mrs Ingram, Mrs Dickinson and the Attendance Officer

Protocols

As the Student Care Room has better accessibility it is important for students to be aware that this room must be used during break and lunch. The main exception is when students have an appointment with the team.

Students are not allowed to enter the Student Care Room without a member of staff present and they must not leave lessons to go to the Student Care Room. If students require assistance their teacher will contact the Student Care Team who will collect them from lesson.



Support

The Student Care Team provide students with a variety of support if needed on a day to day basis. These include:

- Counselling
- Advice and Guidance
- Emotional support
- Early Help Assessments for the family
- Protective behaviours
- Anger management
- Stress and Anxiety management



The team also work closely with a variety of external resources such as Service Six, Police, ACE, Target, Prevent, NGAGE and Children First Northamptonshire. These provide valuable resources and support for our staff and students and have support with a variety of interventions.

Year 6 transition

Moving from primary to secondary education always fills students, parents and carers with a range of emotions and in these extraordinary circumstances, you will have more questions than usual.

Unfortunately, Transition Day could not happen in July, but we have planned the first day of the new term with this in mind.

On arrival, students will be directed into the Sports Hall where they will be divided into their tutor groups and will meet their tutor for the first time. You should have already received an email on 16 July 2020 containing details of which tutor group students have been allocated, as well as the name of their tutor.

Staff will then escort students to the classroom where they will be based for the remainder of the day. Periods 1 and 2 will be spent getting to know their tutor and the other students in their tutor group as the building of these relationships will be crucial to students settling in and feeling comfortable in their new surroundings. During this time, they will also receive their timetable, bus pass and planner. Periods 3 and 4 will be based on Personal Development with their timetabled teacher and will provide another opportunity to interact with their fellow students. Period 5 will be a normal subject lesson, beginning to establish the timetable routine. Throughout the day, students will have their photographs taken for their smart cards. These will then be produced as soon as possible, ready for use.

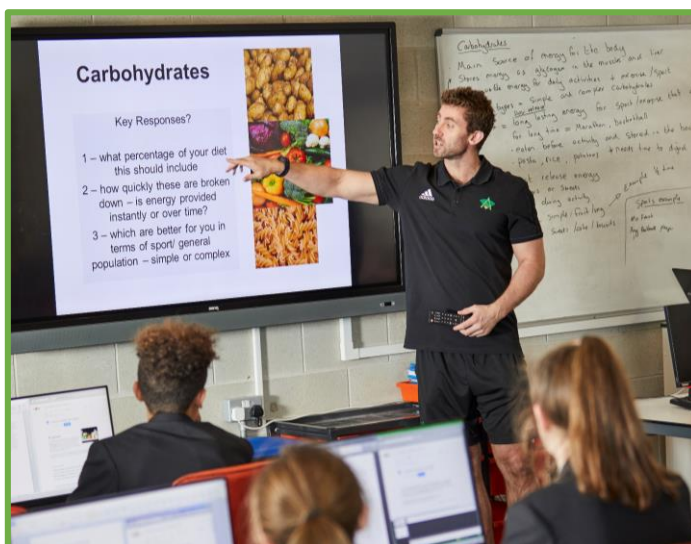
At the end of the day, students who are travelling by bus, will be escorted to the bus bays to ensure they find the correct bus.

Here at the Academy, we recognise that the more information we can provide for students, parents and carers, the smoother and less stressful the transition process will be. The link below directs you to the Year 6 to 7 Transition area of our website:

<https://www.corbybusinessacademy.org/page/?title=Year+6+to+7+Transition&pid=776>

Here, you will find weekly newsletters and videos, explaining different aspects of academy life as well as introducing the Year 7 Tutor Team. All contact details for the tutors are available on their profiles should you need to contact them directly.

If you have any queries about any of this information, please do not hesitate to contact us via email: yearevenadmissions@corbybusinessacademy.org



Academy Day Information

The Academy day

Each academy day will look like the table below.

Arrival to the Academy	8.20 – 8.40
Session 1	8.40 – 9.40
Session 2	9.40 – 10.40
Academic Mentoring / Tutor Time or Break A - in designated pod areas	10.40 – 11.05
Academic Mentoring / Tutor Time or Break B - in designated pod areas	11.05 – 11.30
Session 3	11.30 – 12.30
Session 4 (includes 30 minute lunch) - in designated pod areas	12.30 – 14.00
Session 5	14.00 – 15.00
Session 6	15.00 – 16.00

Beginning of the day

When students arrive to the Academy they will be directed straight to the designated year group faculty pod and enter through the side external doors. Student are not allowed to enter the Academy through the main entrance and must not enter a faculty that is not for their Year Group Pod. There will be members of staff and clear signage to help support students if they are unclear on where to go.

When students arrive to their Year Group Faculty Pod, they must go directly to the classroom assigned as their tutor room base which can be found on the next page.

- Year 7 students must enter the Academy through the MAIT faculty external doors
- Year 8 students must enter the Academy through the COMMS faculty external doors
- Year 9 students must enter the Academy through the BHE faculty external doors
- Year 10 students must enter the Academy through the PNS faculty external doors on week 1
- Year 10 students must enter the Academy through the AMID faculty external doors on a week 2
- Year 11 students must enter the Academy through the AMID faculty external doors on week 1
- Year 11 students must enter the Academy through the PNS faculty external doors on week 2
- Year 12 and 13 students must enter the Academy through the external restaurant door at the back of the building

Tutor Room Allocation

Year 7 Tutor Rooms

HOY: Mr Hallam			
SLT Link: Ms Thompson			
YEAR 7	TUTOR	ROOM	FACULTY
A	Mr Corbishley	ML8	MAIT
B	Mr Wilson	ML6	MAIT
C	Mr Duncan	MU3	MAIT
D	Mrs Bichener	MU6	MAIT
E	Miss Sutton	MU7	MAIT
F	Mr Wall	MU8	MAIT
G	Miss Rose	ML5	MAIT

Year 8 Tutor Rooms

HOY: Miss Barstow			
SLT Link: Mrs Prior			
YEAR 8	TUTOR	ROOM	FACULTY
A	Miss McLellan	CU2	COMMS
B	Miss Meehan	CU4	COMMS
C	Miss Crane	CL5	COMMS
D	Mr Dhorat	CU3	COMMS
E	Mr Haseldine	CL3	COMMS
F	Mr Oliver	CL9	COMMS
G	Mr McCormick	CU5	COMMS

Year 9 Tutor Rooms

HOY: Mrs Herbert			
SLT Link: Mr Woodcock & Mrs Bird			
YEAR 9	TUTOR	ROOM	FACULTY
A	Mr Smith	BL3	BHE
B	Mr Wears	BL5	BHE
C	Mrs Reynolds	BU1	BHE
D	Miss Jensen & Mrs Brown	BU2	BHE
E	Mrs Morgan	BU3	BHE
F	Mr Panchal	BU4	BHE
G	Mr Prior	BU5	BHE

Tutor Room Allocation

Year 10 Tutor Rooms

HOY: Mr Elhasbaoui			
SLT Link: Mrs Hearne			
YEAR 10	TUTOR	ROOM	FACULTY WEEK 1 / 2
A	Mr Peacock	PL7 / AU2	PNS / AMID
B	Mrs Wood	PU5 / AL8	PNS / AMID
C	Mr Syed	PL3 / AL7	PNS / AMID
D	Miss Taylor	PL4 / AL2	PNS / AMID
E	Miss Smith	PU6 / AU1	PNS / AMID
F	Miss Long	PU3 / AU11	PNS / AMID
G	Mr Hagan	PL8 / AL15	PNS / AMID
H	Mrs Ireland & Mrs Brown	PU2 / AU6	PNS / AMID

Year 11 Tutor Rooms

HOY: Mr Glaze			
SLT Link: Mrs Hawkins / Mrs Gavin			
YEAR 11	TUTOR	ROOM	FACULTY WEEK 1 / 2
A	Mrs Amoah-Agyei	AU2 / PL7	AMID / PNS
B	Mrs O'Brien	AL8 / PU5	AMID / PNS
C	Mrs Allert	AL7 / PL3	AMID / PNS
D	Miss Martin	AL2 / PL4	AMID / PNS
E	Dr Rowe	AU1 / PU6	AMID / PNS
F	Mr Joseph	AU11 / PU3	AMID / PNS
G	Mr Brooks	AL15 / PL8	AMID / PNS
H	Mrs Allan	AU6 / PU2	AMID / PNS

6th Form Tutor Rooms

HO 6 th : Mrs Anderson			
SLT Link: Mr Franklin			
YEAR 12	TUTOR	ROOM	FACULTY
A	Mrs Forsyth	Lecture Theatre	N/A
B	Ms Sinclair	Library	N/A
C	Miss Kotecha	Theatre	N/A

YEAR 13	TUTOR	ROOM	FACULTY
D	Miss Boyd	CU6	COMMS
E	Mrs Stanley & Ms Sinclair	CU7	COMMS
F	Mr Patel	BU6	BHE

Leaving the Academy

Leaving the Academy

At the end of the day students will remain in their session 5 classroom until their teacher has been instructed to release them. This will ensure there is a staggered exit to each faculty and maximise social distancing between Year Group pods. All students must exit the Academy through the same doors as they entered.

- Year 7, 12 & 13 will exit at 15:00
- Year 8 will exit at 15:03
- Year 9 will exit at 15:06
- Year 10 will exit at 15:09
- Year 11 will exit at 15:11 - apart from Mondays, Tuesdays and Wednesdays when they will be attending Session 6.

There will be clear one-way travel routes marked out which students should follow and members of staff at key points of the building to support students transition off-site.

Students who are cycling or walking home should leave the Academy site as quickly as possible to ensure social distancing is maximised. Students who are travelling on the Academy buses must move straight to their designated service and not stand outside the front of the Academy.

Break Arrangements

Break arrangements

There will continue to be two 25 minute break time slots at Corby Business Academy. When students are not on break time they will be in a 25 minute Academic Mentoring and Tutor Time session.

Break A will be: 10:40 – 11:05 (Sixth Form, AMID, PNS)

Break B will be: 11:05 – 11:30 (COMMS, MAIT, BHE)

At break time Corby Business Academy will provide students with a limited breakfast offer.

Students are encouraged to bring their own food for break time, which they will be able to eat within the faculty in which they are based. Wherever possible, [PLEASE CAN PARENTS and CARERS SUPPORT THIS ELEMENT](#) – it will increase the Academy's ability to function with timings of the day, as well as reduce the movement within the building for infection control measures.

Students who need to obtain a breakfast from the restaurant will be informed when they are able to leave the faculty to walk to the restaurant. Once they have collected their breakfast they must walk straight back to the faculty to eat it. It is important that students do not sit down in the restaurant at any time, they should follow the one way walk system in and out of the restaurant.

Students who do not require a breakfast will be allowed to use the Astro Turf or Tennis Court areas during their break time or they can remain in the faculty area to socialise with peers.

Lunch Arrangements

Lunch arrangements

At Corby Business Academy we will continue to run three lunch time slots between 12:30 – 14:00.

Lunch A	(12:30 – 13:00)	MAIT & Sixth Form
Lunch B	(13:00 – 13:30)	AMID & PNS
Lunch C	(13:30 – 14:00)	BHE & COMMS

There will be two year groups on lunch during each slot, meaning that each Year Group will have 15 minutes to collect a lunch from the restaurant and return to their faculty classroom to eat it. If students have brought their own lunch they can remain in the faculty classroom to eat it or if students do not want lunch they can use the Astro Turf.

Below are the allocated time slots for each Year Group to attend the restaurant to collect a lunch:

Lunch A

MAIT will go to the restaurant at:	12:30
Sixth Form will go to the restaurant at:	12:45

Lunch B

AMID will go to the restaurant at:	13:00
PNS will go to the restaurant at:	13:15

Lunch C

BHE will go to the restaurant at:	13:30
COMMS will go to the restaurant at:	13:45

It is important for students to understand that their time slot for buying lunch from the restaurant could be during the second half of their lunch. If students decide to use the outside areas during the first 15 minutes they should be aware of the time to ensure they do not miss their year group's slot for the restaurant.

At lunch time Corby Business Academy will provide students with a varied menu to ensure all needs are catered for. There will be a hot, cold and vegetarian option for students to choose from, with a single desert and drink option. The lunch will be served as 'grab and go' meals to ensure that all students from both year groups can be served within the allocated time. All food will be in sealed pots and be provided with sealed cutlery. Students will continue to use their academy smart card to pay for their lunch. Please ensure there are sufficient funds on your child's card before they arrive at the Academy for the day. Students who need to add money to their card via the payment box will be allowed to during their allocated break or lunch time slot only.

Students are encouraged to bring their own food for lunch time, which they will be able to eat within the faculty in which they are based. Wherever possible, [PLEASE CAN PARENTS and CARERS SUPPORT THIS ELEMENT](#) – it will increase the Academy's ability to function with timings of the day, as well as reduce the movement within the building for infection control measures.

Transport

Transport Arrangements

In this section we will outline our approach for dedicated transport and the return of all students to full-time education from the start of the academic year.

Active Travel

As part of the response to COVID-19, Northamptonshire County Council are looking at ways to develop and promote active travel across the county. For our September re-opening we would like to encourage as many Corby Business Academy students as possible to walk or cycle to the Academy. Corby Business Academy has a large number of bike stands located at the front of the building where students can safely secure their bike with a lock provided by parents/carers. If you chose to take either of these options, please ensure road safety and cycling proficiency standards are met.

Dedicated Academy Transport Services

Social distancing is still a very important aspect of the Government guidance; however, it does recognise that applying this on school transport from September would be extremely limiting and would not be feasible. The guidance acknowledges that pupils who travel on dedicated school services, which do not include the general public, will not need to be subject to the same social distancing criteria that applies on public transport services.

The main principles and objectives for Northampton County Council transport arrangements are summarised below:

- transport will be planned on the basis that each year group will establish their own social pod on each service
- no social distancing measures will be applied on transport within each year group social pod, however each social pod will be separated by 2 metres and where this is not possible an absolute minimum will be 1 metre
- face coverings will be compulsory for all students (scarf/face mask or similar) whilst travelling on dedicated transport. Parents and carers must provide their children with a suitable face covering.
- allocated seating for each year group pod will be clearly displayed on the vehicle and monitored by the driver.

By applying and adhering to these measures Northampton County Council will be able to greatly increase the capacity on each service to a maximum of 80% of seats being available. Where capacity for all students on one bus cannot be achieved Northampton County Council will ensure double runs or additional services are provided.

Transport

Morning Collection and Afternoon Drop-off

Morning collection times and bus stop locations will remain the same as the 2019 – 2020 year. If parents or carers are unsure of timings and locations, they should contact Northampton County Council for more information about their child's specific bus service schedule.

Northampton County Council transport will adopt a year group pod seating plan on each service. All students who are accessing the Academy transport will be expected to adhere to the following rules whilst waiting for collection, boarding the service and traveling to and from the Academy:

- ✓ Socially distance from students in different year groups at the bus stop
- ✓ maintain an organised queuing and boarding/exiting system
- ✓ Wear a face covering whilst waiting at the bus stop and whilst travelling on the service
- ✓ load onto the bus one year group at a time (instructed by the bus driver)
- ✓ sit in the designated year group pod area on the bus
- ✓ remain seated in their designated area at all times
- ✓ unload from the bus one year group at a time (instructed by the bus driver)

It is vital that students follow the instructions of the bus driver at all times, any student who purposefully ignores instructions or disrupts the smooth operation of the service will be reported to the Vice Principal when arriving at the Academy. When a student is reported for inappropriate behaviour on the Academy transport, a review and parent / carer consultation meeting will be held to discuss the future use of the Academy transport.

Arriving at the Academy

As each bus arrives at the Academy, the driver will follow a designated route around the car park and will wait to approach the bus drop off zone. Morning bus arrivals will depart one bus at a time to ensure students can filter out in a socially distanced manner and receive directions to their year group entry point.

Students waiting to depart their service must remain seated until they are instructed by the bus driver that they can exit. It is important to remember that one year group will depart at a time to allow for social distancing. Any student who departs the bus before they are instructed to will be reported to the Vice Principal.

When students have fully exited their bus service they may remove their face covering and must place it inside a sealed area of their bag or blazer. If a student wishes to continue wearing their face covering they may do so, however it must be a suitable face covering which can be worn all day.

Collection from the Academy

Collection from the Academy

The Academy bus services will begin to arrive from 14:40 and will park in their normal collection 'bay'. There will be clear posters at the front of the Academy which show where each bus is parked and members of SLT to help any student who are unsure.

There will be a staggered exit from the building with one year group leaving their faculty at a time.

It is vital that when students exit the Academy that they transition straight to their bus service and board as quickly as possible to ensure social distancing between year groups can be maintained. If there is a queue of students waiting to board the bus service when they arrive, please maintain a 2 metre social distance and wait patiently. Before entering their bus service students must put their face covering on and keep it on for the duration of their journey.

Pod and class organisation

Year Group Pods

Each year group has been assigned a designated faculty within the Academy. Students will follow their normal timetabled lessons within the designated faculty and as much as possible remain in the same classroom throughout the day.

- Year 7 students - will be based in the MAIT (Yellow) faculty
- Year 8 students - will be based in the COMMS (Red) faculty
- Year 9 students - will be based in the BHE (Green) faculty
- Year 10 students, on a week 1 - will be based in the PNS (Purple) faculty
on a week 2 - will be based in the AMID (Blue) faculty
- Year 11 students, on a week 1 - will be based in the AMID (Blue) faculty
on a week 2 - will be based in the PNS (Purple) faculty
- Year 12 and 13 students will be based in the Theatre, Lecture Theatre, Library and specific classrooms allocated only to Sixth Form teaching

On Thursday 3 September students will spend Session 1 and 2 in their Tutor Room where they will be given a range of information that will support a smooth start to the academic year.

Curriculum

Specific curriculum adjustments

For students in Key Stage 3, the curriculum will remain broad from Year 7 to Year 9 so that the majority of students are taught a full range of subjects over the year, including Sciences, Languages, Humanities, the Arts, PE/Sport, RE and Personal Development. For students in Year 7, it may be necessary to address gaps in English and Maths by teaching essential knowledge and skills from the Key Stage 2 curriculum.

At Key Stage 4, the vast majority of students are expected to continue to study their examination subjects. This will support them towards their preferred route to further study.

Ofqual are currently consulting over their proposals for next year's exams and will confirm its decisions as soon as possible to allow time for academies to prepare. We will of course advise our Year 11 students and parents / carers of the implications for them. In the Autumn term we will review the number of subjects students are studying on a case by case basis. We will, of course, discuss with them and you as parents / carers any possible changes which we believe may be in their best interests.

Students in Year 12 and Year 13 are more likely to undertake self-directed study, but may still need additional support which will be provided.



Recovery curriculum

When our students return to the Academy in the autumn their subject teachers will spend a period of time reviewing the key concepts and knowledge that students will need to know. This will enable students to re-join the planned curriculum and start to learn new knowledge as soon as possible, without disadvantaging them and avoiding any challenges to learning this new knowledge. After this period of review and consolidation, the aim is to get students learning new knowledge as soon as possible. The focus of the Autumn term will be this review and continued curriculum as well as supporting students' resilience and wellbeing.



Curriculum

Interventions

For students who need further support in this review period, there will be a range of resources available to provide extra help. Our Trust Directors of Subjects (responsible for Maths, English, Science, Geography, History, Art, Design Technology and MFL) have recorded short videos reviewing common misconceptions and important concepts in their subjects. These will be available online and can be viewed at home or in the Academy. Subject teachers will also direct students to other online resources, such as the Oak National Academy, where students can access full lessons and tasks that can develop a clear understanding of key concepts. This is all in addition to extra in-class support, that all students will receive, if they need it.



This 'blended' approach to learning will also be used moving forward to maximise learning time. Students will be introduced to new concepts and knowledge by their subject teachers. Teachers will spend time in lessons clearly explaining and modelling this new information. Then they will direct students to online resources that students can do at home to consolidate and extend their understanding of what they have been introduced to in class. Using quizzes and in class activities, teachers will then check on the security of student understanding in future lessons.



For our Key Stage 4 students, there will be further subject knowledge support. We have invested in GCSEPod (www.gcsepod.com). This provides subject specific areas, which review subject knowledge and have quizzes to test this knowledge. Students will be introduced to GCSEPod when they return in the autumn. Once again, this can be accessed remotely, either through a computer or mobile device meaning it is very versatile. The amount of time students spend on GCSEPod is also logged and can be tracked by subject teachers. Subject teachers will also direct students to other online learning that will enhance their preparation for their upcoming exams, depending on the subject.



Extra-curricular activities

It is our plan to implement a wide range of extra-curricular clubs. However, due to the importance of retaining year group pods, we have had to scale these back initially. It is our ambition to reintroduce all clubs as soon as it is safe to do so.



Contingency plans for extended home learning

In the unfortunate event of a full or partial closure we will revert to our well-established offer and also draw heavily on the blended learning offer outlined in the interventions section above. We have mapped our curriculum so that we can continue to provide a high-quality offer at home. This information will be posted on our website and can be found under the 'Student Info' section.



Extra-Curricular / Session 6

Extra-Curricular / Session 6

At Corby Business Academy we provide students with enrichment activities essential to academic success and social emotional development. We provide enrichment activities ranging from:

- Cadets
- Duke of Edinburgh's Award
- Homework Study Clubs
- Sports Clubs
- Dance Club
- Subject Specific Academic Clubs
- Lego Robotics
- Concert Bands
- Art Study
- Electronics



All teachers at Corby Business Academy offer at least one after school session every week for students.

Academic Benefits

There are established correlations between enrichment activities and academic success. Enrichment promotes critical thinking and problem-solving skills, improve students' ability to concentrate, and make learning more meaningful, valuable, and rewarding. Enrichment activities are fun, which helps students to become more engaged in their learning and retain more information.



Personal and Social- Emotional Benefits

Enrichment activities give students opportunities to build friendships they might not otherwise have had the chance to make. It helps students develop their confidence with working and interacting with new people.

Students that participate in enrichment activities, not only experience academic and social-emotional benefits, but they can also develop personal qualities they may not have previously known they had. Students at Corby Business Academy can develop:

- Increased self-confidence
- Increased self-esteem
- Creativity
- Perseverance
- Friendliness
- Leadership and decision-making skills



Extra-Curricular / Session 6

Extra-Curricular / Session 6

Key Stage 3:

Due to pod arrangements on the Session 6 buses, we are limiting extra-curricular sessions to Key Stage 4 students only, until further notice.

Key Stage 4:

Year 11 will be offered, as part of their academy timetable, an extra English, Mathematics and Science lesson. This will begin on Monday 7 September. Students will need to remain at the Academy until 4.00 p.m. on the selected 3 days only:

- Monday - Science
- Tuesday - English
- Wednesday - Mathematics

The lessons will be covering specific topics which relate to the grade aims of students and core exam skills. All sessions will be run by a specialist teacher ensuring academic progress. This timetable will also be shared to parents / carers.

At the end of the Session 6 lesson students will be dismissed one room at a time and will leave the faculty they are in through the external fire exit doors. Students should walk to the front of the school and board their Session 6 late bus. Those students who are being collected should arrange to be picked up from the top parent / carer car park.



In the event of illness

The guidance in this booklet has been taken from the DfE guidance for full opening of schools and academies, dated 7 August 2020, which may be subject to change. Please see the link below for detailed information:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This guidance has been developed with advice from PHE.

Symptoms of Covid 19 and response to a suspected case in the Academy

If anyone in the Academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days, - **or longer if you still have symptoms other than cough or loss of sense of smell/taste**, and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

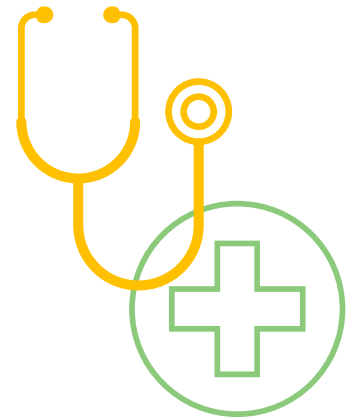
If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will be asked to use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

NHS Test and Trace

We have been advised we must follow the NHS Test and Trace process and contact our local [Public Health England health protection team](#). We therefore ask parents/carers to understand that you will need to be ready and willing to:

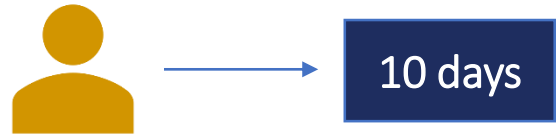
- [book a test](#) if your child is displaying symptoms. Students must not come into the Academy if they have symptoms, and must be sent home to self-isolate if they develop them in the Academy. All students can be tested, including students under 5, but students aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)



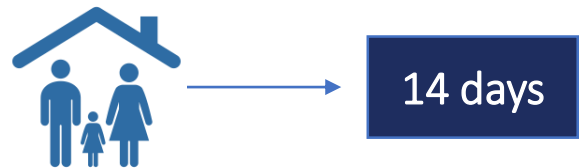
In the event of illness

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **they** must be sent home, [arrange a test](#) and self-isolate for **10 days**.



If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **other members of their household** should self-isolate for **14 days** from when the symptomatic person first had symptoms.



Positive Test Result	Negative Test Result
If a person with symptoms tests positive , then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.	If a person with symptoms tests negative and they no longer have symptoms similar to COVID-19 then they and other members of their household can stop self-isolating .

PLEASE ENSURE THE ACADEMY IS INFORMED OF A CONFORMED CASE OF CORONAVIRUS (COVID-19) IN A FAMILY ENVIRONMENT IMMEDIATELY, OR IF A TEST HAS BEEN PERFORMED.

Response to a confirmed case in the Academy

We have been advised we should contact the local health protection team.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

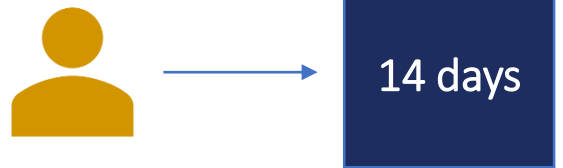
Close contact means:

- face-to-face contact of any duration (less than 1 metre away) with the case
- were coughed or sneezed on by the case
- had unprotected physical contact (skin to skin) with case
- Spent more than 1 minute within 1 metre of the case
- spent more than 15 minutes within 2 metres of the case
- travelled in a car or other small vehicle (even on a short journey)

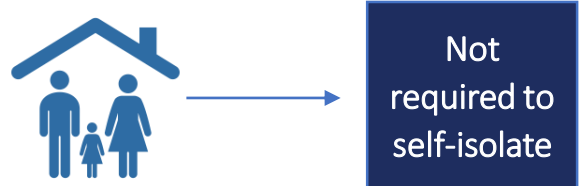
In the event of illness

A person who is sent home because they have been in contact with someone with who has tested positive

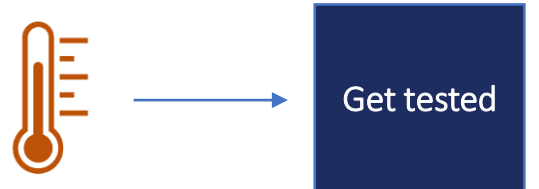
After seeking advice from the health protection team, if a person has been in contact with someone who has tested positive for COVID-19, they will be sent home and asked to self-isolate for 14 days.





If a person has been in contact with someone who has tested positive and has been asked to self-isolate for 14 days, then other members of their household do not need to self-isolate, **unless the person who is self-isolating displays symptoms.**



If a person has been in contact with someone who has tested positive and subsequently develops symptoms themselves within their 14 day isolation period, then they should stay at home and [arrange a test](#).



	Positive Test Result	Negative Test Result
	If a person with symptoms tests positive then they should inform their academy immediately, and must self-isolate for at least 10 days from the onset of their symptoms.	If a person with symptoms tests negative , they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested.
	If the test is positive , then their household should self-isolate for at least 14 days from when the symptomatic person first has symptoms	If the test is negative , then their household does not need to self-isolate if they do not have symptoms

Social distancing

Protective Pods

- Academies must do everything possible to minimise contacts and social mixing while delivering a broad and balanced curriculum. All students will be placed in groups known as pods. The aim of these protective pods is to minimise contact with other students and reduce the risk of spreading the COVID-19.
- Our groups need to be the size of a year group to enable us to deliver the full range of curriculum subjects and students to receive specialist teaching.
- We will do all we can to keep students apart from other groups where possible and students will be encouraged to keep their distance within groups. We have taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
- All teachers and other staff may operate across different classes and year groups in order to facilitate the delivery of the Academy timetable. Where staff need to move between classes and year groups, they will aim to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.



In the classroom

- It is strong public health advice that staff in secondary schools and academies maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students.
- Adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.
- We have made small adaptations to the classrooms to support distancing where possible. This includes seating students side-by-side and facing forwards.
- When working in their bases, students will always be encouraged to maintain social distancing. We appreciate it may be difficult for them, but students will be discouraged from having any physical contact with each other.
- We will temporarily be allowing students to use their mobile phones to access calculators in Maths lessons as opposed to using class sets of calculators during the early part of the new term.
- Students should bring their own pens, pencils and equipment to the Academy to minimise cross-contamination during lessons.



Social distancing

Measures elsewhere

- We are advised that groups should be kept apart, meaning that we should avoid large gatherings such as assemblies with more than one group.
- When timetabling, we have tried to ensure groups are kept apart as much as possible and movement around the Academy site is kept to a minimum. While passing briefly in the corridor or outside areas is low risk, we are advised to avoid creating busy corridors, entrances and exits. We will have staggered break times and lunch times (and time for cleaning surfaces).



Parents / Carers

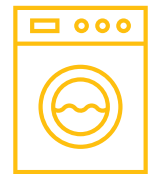
- Please note that our policy is parents/ carers should **NOT** approach staff and will not be allowed into the Academy, including reception areas, unless a prior appointment has been booked.
- All contact will be via email or telephone, or our academy website, and any messages for specific staff must be telephoned through to the Academy office to be passed on, We will be very grateful for your cooperation with this rule until such time as it can be relaxed.
- We strongly advise that parents and students walk or cycle to the Academy to avoid the build-up of cars and movement of people on the roads surrounding the Academy. Parents / carers should not enter the site more than 5 minutes before an allocated appointment.



Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the Academy environment as clean as possible. We will be introducing a range of measures to help keep our academy clean and ask that you support us in our efforts by carrying out several measures too.

- Cleaners will be in the Academy throughout the day to continually clean classrooms, toilets, and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- All students and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating, and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each student will have their own equipment (pencils, glue, scissors, etc) and these will not be shared with other students
- The classroom will be cleaned after the students have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety
- Uniform does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal



Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>.

We will of course review this advice and amend our procedures as necessary.

Personal Care

Staff will be limited in their ability to have physical contact with students. If we are unable to help with personal care, other than those stipulated in Education Health and Care Plans (EHCPs), you will be contacted to collect your child from the Academy.

First aid

General first aid will be unaffected in the Academy.



Useful information

Emergency contact details

Telephone: 01536 303120

Email: enquiries@corbybusinessacademy.org



COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>



NHS 111

To check your symptoms, please visit <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.

