



Transition Newsletter

Week 2 – Friday 18th June 2021

Commit **B**elieve **A**chieve

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Welcome

Dear Year 7 Students, Parents and Carers,

Welcome to the second 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; Use of school buses, break and lunchtime expectations, mobile phones and social media, tutor profiles and FAQs.



School Transport

All students are required to understand that excellent conduct is expected on all transport as it is an extension of our academy day. Please read the [Transport Agreement Policy](#) and complete the [Parent/Carer and Student Agreement Form](#) no later than Friday 2nd July 2021.

If your child travels on a bus to and from the Academy, please spend some time reinforcing expectations to ensure students understand who incidents can be reported to. Incidents should be reported to Tutors, Heads of Year, the Student Care Team or members of the Senior Leadership Team.



We have a duty of care to all students and cannot accept behaviour that:

- impedes driver's ability to transport students safely each day
- represent actions that make students feel unsafe or distressed
- brings the Academy into disrepute

The following process will be followed if there is poor behaviour on the bus:

- in all but the most serious cases, a member of SLT or a Head of Year will speak to a student when conduct is causing concern and remind them of our expectations; this will also result in a phone call to parents or carers
- continued conduct that causes concern, will lead to an appropriate ban from traveling on a bus; this may include a permanent transport ban

We reserve the right to ban students from bus transport immediately for serious breaches of our behaviour or health and safety policies. We will contact parents/carers immediately in these cases.

Please ensure that you have applied for a Bus Pass with Northamptonshire County Council via the link below. As an academy we are unable to check progress on with regard to any application made.

[Northamptonshire County Council – School Transport](#)



Subject to DfE announcements

Start of Day	Lesson 1	Lesson 2	Break/Tutor Time		Lesson 3	Lesson 4	Lesson 5
8.00 – 8:40	8.40 – 9.40	9.40 – 10.40	a) 10.40 – 11.05	b) 11.05 – 11.30	11.30 – 12.30	12.30 – 14.00 (Includes 30min lunch)	14.00 – 15.00

Break and Lunchtimes

At Corby Business Academy you will have one breaktime of 25 minutes and a lunchtime of 30 minutes throughout each school day.

Your breaktime will either be on slot A or B. Year 7 will be on slot B for breaktime. This means prior to breaktime Year 7 students will be in tutor time for slot A.

Your lunchtime will take place over a 30-minute slot during lesson four. You will have lunch with the faculty they are in, which will mean you have lunch with other year groups. This also means that your lunchtime will change times throughout the week as faculties have different lunch slots each day.

When making your way to your locker to collect your lunchbox or bag, you must do this in a quiet and orderly manner.

If you are making your way to the restaurant, outdoor seating or the astro turf, you must do this in a sensible and calm way.

Once in the restaurant we queue for lunch politely and efficiently, in single file. Food should only be consumed in the designated areas (restaurant and outside seating area) and no chewing gum is allowed in the Academy.



Behaviour at Break and Lunchtimes

We use the designated spaces made available to us during our breaks and lunch and do not interrupt others who are learning by moving into the faculty areas.

- We take pride in our environment and ensure all litter and recycling is placed in the appropriately labelled bins
- We tidy away plates and cutlery from the restaurant and tuck our chairs in when we have finished eating
- We eat our lunch in the restaurant or outside seating area, food cannot be consumed on the astro turf
- We move from communal spaces at transition periods between lessons in a timely manner
- We use toilets and water fountains responsibly during our break and lunchtime and not during lesson time
- We communicate politely and appropriately with other members of our academy community. We do not interrupt others conversations
- We always maintain a smart appearance with our uniform when moving around the building (shirts tucked in, with blazers and ties on)
- We respect our own and others personal space and refrain from unnecessary physical contact with peers



Astro Turf

We allow you to access our astro turf during break and lunchtime. This is a large outdoor space to play football or other games, or just to walk and talk with your friends. However, this environment is also a learning area for PE lessons and community use. Therefore, all equipment on the astro turf must be respected by students.

Social Media

Corby Business Academy places much emphasis on online safety to protect staff, students, parents and carers from the many issues that can arise. Mobile phones must be switched off while on the Academy site. We urge everyone to use social media in a positive way and never use it to promote anti-social behaviour, make malicious and derogatory comments or bully. There is an expectation that families work together to ensure age appropriate social media is accessed and that parental monitoring is maintained to support a positive culture at the Academy. We do not expect any online issues to be brought into the building or affect the environment of the Academy.

Students' responsibilities include:

- Not joining any social networking sites if they are below the permitted age (13 for most sites including Facebook and Instagram)
- Telling your parents/carers if you are using the sites, and when you are online
- Being aware how to report abuse and inappropriate content
- Not accessing social media on school devices, or on your own devices while you're at school
- Not making inappropriate comments (including in private messages) about the school, teachers or other students

For more information please follow the link to our Safeguarding page on our website below:

[Corby Business Academy - Safeguarding](#)



To ensure that all students understand the risks the Internet brings, we have assemblies that remind students of the dangers they may face when publishing content online, particularly on social media websites. Students are at risk of cyber bullying and may become involved in cyber bullying themselves.

As a parent or carer, there are a few actions you can take to protect your children from the risks of the Internet:

- Knowing what apps are installed on your child's mobile device
- Knowing the passcode to access their device, if needed
- Understanding that once content is shared with others, it cannot be taken back
- Knowing who your children are talking to

Parental responsibilities include:

- Not posting photos, videos or comments that include other children at the school
- Not using social media on their own devices while on school premises
- Not accessing social media while helping at school or on school visits
- Raising queries or concerns directly with the school and not posting them on social media - whether on their own pages, in closed groups (e.g. groups set up for school parents to communicate with each other) or on the school's pages
- Not posting anything malicious about the school or any member of the school community

For more information on Online Safety please follow the link to our website below:

[Corby Business Academy – Online Safety](#)



SAFEGUARDING

THE BOOK OF HOPE'S

Words and Pictures to Comfort, Inspire and Entertain Children in Lockdown



The Big Read

Last week we informed you about our the literacy and reading element of our transition. A reminder that staff who may well teach you next year have prepared a video for you to view. A great opportunity to meet your new staff at Corby Business Academy. By clicking the image below, it will take you directly to Principal Mr Underwood's chosen extract. Keep an eye out for more extracts between now and the end of the year.



Principal - Mr Underwood reading 'Blanket'

Transition Information

A reminder that we will be informing you which tutor group your child has been placed in via e-mail after the release of the fourth episode and newsletter.

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

Please complete by: 25th 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

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

Enter your answer

2. Primary School?

