



COMMIT BELIEVE ACHIEVE

# Welcome to Corby Business Academy

Academic Year 2020-2021



A valued member of the

**Brooke Weston Trust** 





# Contents

<b>Students</b>	<b>5</b>
Key Members of Staff	6-7
The Academy Day, Curriculum and Homework	8-9
The Academy Building	10-11
Expectations	12-13
Frequently Asked Student Questions	14-15
<b>Music at Corby Business Academy</b>	<b>16-17</b>
<b>Parents and Carers</b>	<b>18</b>
Curriculum and Homework	19
Expectations	20-21
School Systems and Finance	22-23
Inclusion and Provision	24
Safeguarding	25
<b>Useful Information and Forms</b>	<b>26</b>
Term Dates	27
Useful Contacts	28
Transition Communication	29-30





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# Welcome to Corby Business Academy

Dear Student,

We are delighted that you will be attending the Academy in September and look forward to seeing you thrive during your secondary education. Please be safe in the knowledge that staff will always have your best interests at heart and will work hard to see you fulfil your ambitions.

Despite these unusual times that we find ourselves in, I want you to know that all staff at the Academy will continue to provide you with the educational care and support you need to flourish. We will adapt to ensure your transition to us is both meaningful and successful.

We want you to learn something new in every lesson. It is important that you are inquisitive and passionate about learning.

*We want you to remember the following things each day:*

- ✓ never worry about asking questions that help you understand
- ✓ have the confidence to get things wrong and learn by your mistakes
- ✓ show a desire for knowledge and always strive to work at your best
- ✓ be smart, punctual, well-mannered and organised
- ✓ show respect and empathy to all

If you can achieve these each day, you will be a success.

As well as reaching your academic potential, we also want you to find enrichment activities, sport or creative interests to help you become a well-rounded young person. Please make the time for this element of your life and take advantage of opportunities that are available within the Academy. Make the most of the Academy because we will be looking to make the most of you.

Yours sincerely

Simon Underwood  
Associate Principal





# The Role of Your Tutor

Your tutor will be the person that you should go to if you have any worries or concerns whilst at Corby Business Academy. We like to see them as your 'academy parent'. You will see your tutor every day during academic mentoring, which takes place in a designated tutor room. During this time, tutors will take a register and discuss any information they need to share with you. Tutor representatives from each tutor group meet on a regular basis with the Head of Year and these meetings provide valuable feedback from students.

The Academy mentoring sessions will cover a programme of activities including literacy, numeracy and PSHE. There will also be regular assemblies and an Academy Quiz. Tutors will check student planners on a weekly basis and discuss the important elements of attendance and behaviour. Being part of a tutor group is a very important part of school life.

## Ms Heather Thompson

Assistant Principal

Welcome to Corby Business Academy.

I hope that you are excited to be starting the next stage of your learning journey here. Part of my role is to oversee the transition from Year 6 to Year 7 and try to make it as smooth as possible so that you settle in quickly to life as a member of the Corby Business Academy community.

Our aim is for you to enjoy and be committed to learning something new in every lesson, embracing every opportunity that presents itself to you and to strive to become the best that you can be.

While we do have high expectations and standards, we also have a huge support network within the Academy, starting with your form tutor, followed by your Head of Year and our Student Care Team, who will encourage and help you fulfil your potential.

I look forward to meeting you all soon.





## Mr Patrick Hallam

Head of Year 7

As Head of Year 7, my role is to support all students throughout their first year at Corby Business Academy. When you arrive at the Academy, you will be placed in a tutor group and I oversee and support the tutor team to ensure you receive all the help and guidance you need as you settle into school life here.

I am also responsible for overseeing the behaviour, attendance, attainment and progress of all Year 7 students and where there are concerns; I regularly communicate and meet with parents and carers to discuss how to support you in reaching your goals in everything that you do.

Throughout your first year at the Academy, you will learn to adapt to changes and experience many firsts. However, in my opinion, the students who show aspiration, desire and who dare to excel in all aspects of their learning go on to achieve their full potential.



## Mrs Donna Lapsley

Student Support Officer

I am a Student Support Officer, which is part of the wider Student Care Team here at Corby Business Academy. The Student Care Team's job is to prioritise your safety and well-being. We support all of our students throughout their time at the Academy, enabling them to be happy in school and to achieve their academic goals.

I work mainly with Year 7 and 8 students and am here to provide advice and guidance on any worries or concerns that you might have. It is a very exciting time of year for you and I hope you are looking forward to joining us in September.

I look forward to getting to know you all.



## Mrs Franca Dickinson

SENCo

My role at Corby Business Academy is SENCo, which means Special Educational Needs Coordinator. I am here to help you if you need further support in school; academically, socially or emotionally. I work with students from every year group in the school and have a team of Learning Support Assistants that are available to support and guide you. Many Year 7 students with additional needs sometimes need extra support transitioning from primary to secondary school. If you do feel overwhelmed or require further help, I will allocate you a key worker to help you feel more comfortable and independent.

I am really looking forward to meeting you all soon and working with some of you in the future.



# The Academy Day, Curriculum and Homework

Your Academy day will be made up of five sessions and includes tutor time, a morning break and a lunch break. You will also have the option to stay on after school to take part in our extensive and engaging Session 6 enrichment programme.

## Break and Lunch Times

At Corby Business Academy you will have two breaks per day, 25 minutes at break and 30 minutes for lunch. Your break times will be spent in designated areas either inside the Academy building or outside (weather dependent). You will be able purchase food and drink from the restaurant during both breaks; alternatively you can bring in food from home. You will only be permitted to eat food during breaks in the restaurant or, at the picnic benches or in designated areas during out COVID-19 organisation.

No food (including sweets) is permitted anywhere else.  
Chewing gum is not permitted on the Academy premises.

Start of Day	Lesson 1	Lesson 2	Break/ Academy Mentoring	Lesson 3	Lesson 4	Lesson 5	Lesson 6
08.00 — 08.40	08.40 — 09.40	09.40 — 10.40	10.40 — 11.05 a  11.05 — 11.30 b	11.30 — 12.30	12.30 — 14.00  (includes 30 minutes for Lunch)	14.00 — 15.00	Monday 15.00 — 16.15  Tues, Wed & Thur 15.00 — 16.00

## Curriculum

Our broad and balanced curriculum is designed to support your academic and personal development. During your time at the Academy you will develop independence, teamwork, creative thinking, reflection and self-management, preparing you for further education and the world of work. In Key Stage 3 (Years 7, 8 and 9) you will study English, Mathematics, Science, Active (physical education), Design Technology, Art Modern Foreign Languages, Personal Development, History, Geography, Computer Science, Drama and Music. Personal, Social and Health Education, as well as Careers are also taught through the tutor time programme, assemblies and devoted days of learning.

## Session 6

At Corby Business Academy you will be able to take part in a variety of extra-curricular opportunities. There are several afterschool clubs available on Mondays, Tuesdays, Wednesdays and Thursdays, catering for a range of interests. These include 'Bake Off', Astronomy Club, Computer Coding, Maths Challenge and many more.

Several of our older students help run these activities.







# Homework

Working at home is really important. It helps you to be organised, independent and to learn to meet deadlines. In Year 7 you will be expected to complete approximately 20-30 minutes of homework per core subject each week.

## Key tasks for students' home learning:

- Write your homework down in your lesson, write exactly what you need to do
- Record when it is due in
- Make sure you take everything you need to do the homework, if you need to use the internet make sure you can do this at home or book into the after school sessions
- Work by yourself to complete the tasks and spend the right amount of time for each task set. If you are not sure what it is, ask your teacher
- Submit your homework on the correct day
- Ensure your homework is given to the correct teacher

Subject	Key Stage 3
English	One piece per week - 20 minutes.
Maths	One piece of SAM Learning/Hegarty Maths per week
Computing/ICT	Two pieces every two weeks, set on SAM Learning
Drama	Set rehearsal times for assessments
MFL	One piece a week - Vocab learning
History	One project per term
Geography	Twice a term set on SAM Learning
Science	Four learning tasks per week set on SAM Learning
Arts/DT	One task per week, this is one hour homework task set on SAM Learning

\* Subject to change



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# The Academy Building

The Academy learning environment is made up of a series of faculties. These faculties are Business, Humanities and Enterprise; Communications; Physical and Natural Science; Maths and Information Technology; and Arts, Music and Industrial Design.

## Facilities:

### Art, Music and Industrial Design (AMID)

The AMID faculty is home to the disciplines of Art, Music, Textiles, Photography and Design Technology. It boasts the latest equipment that you would expect to find in any modern creative or technical business, such as Apple Mac software, 3D printers, heat and plastic machines plus a large workshop.

### Communication (COMMS)

The COMMS faculty houses English, Media and Drama. It includes a drama suite and a media editing suite complete with Apple iMacs.

### Business, Humanities and Enterprise (BHE)

The BHE faculty is the centre of the Academy's Business and Enterprise learning, alongside Humanities and Modern Foreign Languages. It includes two dedicated ICT suites and nine teaching rooms.

### Mathematics and Information Technology (MAIT)

Mathematics, ICT and Computer Science are taught within this faculty, which includes three ICT suites and dedicated Mathematics rooms.

### Physical and Natural Sciences (PNS)

The PNS faculty is home to Science, Active, Dance, Psychology and Health and Social Care. It includes science laboratories and a mirrored dance studio.

### Inclusion

Inclusion (The Unit Provision) is where some of our students with an Education Health Care Plan for severe or moderate learning difficulties and those with complex additional needs are taught.

### Library

We have a well stocked and resourced library and dedicated library staff who support all aspects of learning. They organise literacy trips, author visits and quizzes throughout the year so that our students are encouraged to develop a love of reading and literature.

### Restaurant

Our restaurant seats 240 people and serves high quality, nutritional food at both breakfast and lunch.

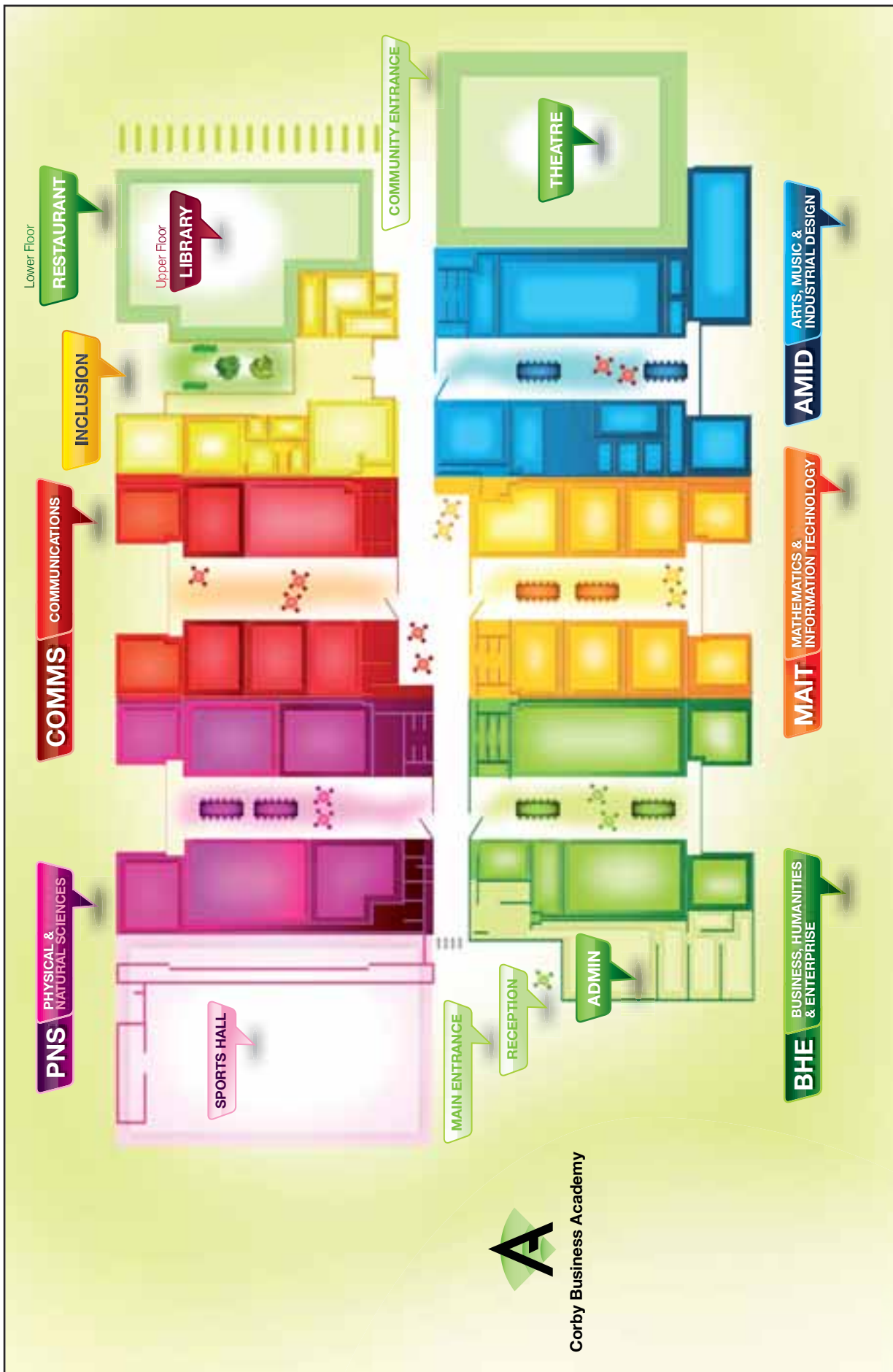
### Theatre

Our professional theatre is the venue for presentations, assemblies, concerts and special events. It is an integral and much-used resource in the Academy.

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# Map





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# Expectations

## From students:

At Corby Business Academy we have clear and consistently high expectations for your learning and behaviour; these expectations allow you to take more responsibility for a positive approach in every aspect of academy life. This will help everyone learn in an environment of safety and security.

The partnership between you and your teachers relies on these expectations. Teachers expect you to follow the routines for learning and conduct yourself with kindness and respect around the building and to complete all tasks, including homework, to the best of your ability. You will always receive care and support, so please make the most of your relationships with staff.

## Routines for Learning for students:

- Be on time for your lesson and arrive with the correct equipment
- As you enter the classroom, greet your teacher
- When there is a seating plan in place, please follow it
- Place your pencil case, planner and water bottle on your desk
- Complete any 'starter' or 'do now' activity that your teacher has given you on arrival
- Complete the work set, putting in maximum effort
- If you wish to ask a question, please ask it with respect and do not speak over others
- Respond to written feedback in purple pen as soon as you can and when asked
- Put your books/folders away as instructed
- Place all rubbish in the bin and leave each room as you would wish to find it
- At the end of the lesson, push your chair under your desk and wait for the teacher to dismiss you

## Conduct around the building:

- Speak politely at all times
- Follow instructions from ALL adults the first time
- Respect the environment
- Dress in the correct uniform at all times
- No play fighting or running
- No mobile phones/electronic devices/headphones
- No chewing gum
- All food is to be eaten in the restaurant or at the picnic benches or instructed areas
- Carry your water bottle and refill it at break and lunch

## Online Safety, including social media:

Corby Business Academy places much emphasis on online safety to protect staff, students and parents or carers from the many issues that can arise. 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. We do not expect any online issues to be brought in to the building or affect the environment of the Academy. There will also be zero tolerance towards actions that make staff or students victims of malicious and defamatory comments.

## Students' online 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 further guidance, please see the Safeguarding section of the Academy's website:*

<https://www.corbybusinessacademy.org/page/?title=Safeguarding&pid=645>

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# Uniform

At Corby Business Academy we believe a smart uniform and appearance is very important as a reflection of the high standards we have as a Business Academy and students must wear it at all times. Uniform will be checked daily by the tutor and if the correct uniform is not adhered to, parents/carers will be contacted to request that replacements are arranged in a timely manner.



## GIRLS' UNIFORM

- Name badge
- Academy tie
- White shirt
- Black tailored ankle length school trousers (*not fashion or lycra trousers*) or skirt - *below the knee*
- Black blazer with Academy logo
- Black socks or black tights
- Polishable or patent black plain shoes (*no trainers, sports shoes or canvas dolly shoes*)
- Suitable carrying bag

## BOYS' UNIFORM

- Name badge
- Academy tie
- White shirt
- Black tailored ankle length school trousers
- Black blazer with Academy logo
- Black socks
- Polishable or patent black plain shoes (*no trainers or sports shoes*)
- Suitable carrying bag

## EQUIPMENT

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

## INAPPROPRIATE UNIFORM AND APPEARANCE

### Footwear

- ✗ Canvas shoes or trainers
- ✗ Open front shoes
- ✗ Boots

### Trousers

- ✗ Skinny/tight fit
- ✗ Elastic/legging/lycra based
- ✗ Cropped/showing shins or ankles
- ✗ Turned up legs
- ✗ Visible zips
- ✗ Denim, rivets or studs

### Skirts

- ✗ More than a student/credit card away from the knee
- ✗ Tight fit or lycra based skirts
- ✗ Embroidery, patterns or ridges

### Socks

- ✗ White or coloured socks
- ✗ Trainer socks

### Hair

- ✗ Unnatural hair colours
- ✗ Extreme haircuts/styles

### Ear

- ✗ Hoops larger than 2cm in diameter
- ✗ Hanging earrings
- ✗ All other types of ear piercings except studs

### Nose

- ✗ Hoops
- ✗ Septum piercings

## SPORTS UNIFORM

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

**CHROMA**  
SCHOOL • SPORT • BUSINESS

All uniform including P.E. Kit is available from Chroma - [www.chromasport.co.uk](http://www.chromasport.co.uk)



# Frequently Asked Student Questions

## What should I do if I lose or forget my smart card?

If you have lost or forgotten your smart card, you must register in first lesson. If you are unable to find your smart card, you are required to order a new card, please note there will be a cost to replace them.

## What happens if I want to ride my bike to school?

There is a place to lock and park your bike at the front of the school. It is covered by the CCTV cameras. You should store your cycle helmet in your locker.

## What should I do if I lose or forget my bus pass?

If you forget or lose your bus pass, you should inform the Student Services desk at the designated times. Please note this should not be at the end of the Academy day. They will be able to issue you with a temporary bus pass for the day. If you are unable to find your bus pass, you are required to order a new pass, again, please note there will be a cost to replace them.

## What happens if I am ill during the Academy day?

Please let your teacher know so they can follow the procedure for illness. You must not text or phone your parents/carers yourself to inform them that you are ill. The Academy will contact home to arrange collection if required.

## What activities will I be able to take part in at lunch time?

At lunch time, you should eat your lunch either in the restaurant, at the picnic benches outside or instructed areas. After this, you can remain in these areas to relax and speak to friends, visit the Library, use the outside table tennis areas or the astroturf. You can also use this time to book after school (Session 6) activities and clubs. After your 30 minute lunch break, your teacher will meet you at your classroom.

## What happens if I have an appointment during school time?

In the first instance, please try to arrange appointments outside of Academy hours. Where this is unavoidable, your parent/carer should contact reception and your tutor to make them aware. Please bring in a copy of the appointment slip for our records.



### **What happens if I lose my belongings?**

If you have anything of sentimental or actual value, it is better not bring it into the Academy. All possessions should be kept in your locker.

If you have lost anything, there is a lost property box at Student Services where you can check to see if it has been handed in. Please ensure that all uniform and possessions are labelled with your name.

### **How do I sign out library books?**

In your first few days at the Academy, your English teacher will organise a Library induction for you. They will explain the process for borrowing books and other resources. The Library staff will also help you register for Accelerated Reader so you can make the most of these resources and take part in all the exciting Library challenges.

### **How do I report an incident on the bus?**

You should inform your tutor, Year Group Lead or a member of the Senior Leadership Team as soon as possible.

### **How long do I have to get the bus at the end of the Academy day?**

At the end of each day, you should calmly make your way to your locker to collect your belongings and homework before leaving the Academy via main reception. Staff will be there to help direct you to your bus. A period of 15 minutes is allocated for students to be seated on their bus, this is plenty of time, there is no need to worry or run to catch your bus.

### **What should I do if I miss the bus in the morning?**

Please ensure you are organised and make the bus stop in plenty of time in the mornings. If somehow you do miss your bus, firstly you have to let the Academy know that you are going to be late. Phone main reception on 01536 303120 and let them know. Working with your parents or carers, you will have to find another way of getting in to school safely and quickly. Please note that your attendance figure could suffer if you do not make it to the Academy before registration close.



# Music at Corby Business Academy

Corby Business Academy have been making music since 2008. Music has been central to the extra-curricular learning which is at the heart of the school's broad and balanced curriculum. Young people come to our academy with an interest and aptitude for music, and leave as accomplished and experienced musicians.

Music tuition is provided by NMPAT (Northamptonshire Music and Performing Arts Trust). Over 120 students learn a musical instrument at Corby Business Academy. Tuition is provided in woodwind, brass, strings, drum kit, vocal and piano.

All students who learn an instrument are expected to rehearse on a weekly basis at the Academy and join one of the many different ensembles. The Music Department regularly perform at national events which have included performances at the National Festival of Music for Youth, National Concert Band Festival as well as performances at the Oundle Festival of Music. The Senior Concert Band has performed at the Symphony Hall in Birmingham as part of the National Finals of Music for Youth, on three occasions, and have taken part in the finals of the National Concert Band Festival. This is something we are extremely proud of. The Music Department has also toured extensively in Europe on three separate occasions and are proud to have released two acclaimed CD's, 'Music Means Business' and 'Helter Skelter'.

We are an incredibly well resourced department with facilities including a mac suite, bespoke recording studio, practice rooms, keyboard suite, a full samba and steel pan set, as well as access to a 500 seater theatre, which allows us to welcome parents, carers and the local community into our Academy to showcase the talent of our students.

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16-17 Corby Business Academy - MUSIC AT CORBY BUSINESS ACADEMY



# Welcome to Corby Business Academy

Dear Parents and Carers,

We are so pleased that your child will be joining us in September.

Our duty of care and passion for supporting young people is extremely important to us. Please rest assured that we will always strive to enable your child to reach their academic potential and support their holistic development.

As you will be fully aware, these are unusual times for us all. I want you to be reassured that the Academy will continue to provide an outstanding transition to secondary education, which is purposeful and secure. All staff are committed to this process and can't wait to welcome our new students.

Students' journeys through secondary education should not be perceived as a stressful time for parents or carers. We are devoted to establishing daily opportunities for students to make progress in all areas of their lives.

Academic studies and personal development will always be at the heart of decision-making, planning and delivery. However, our high standards and passion are matched with care and guidance.

We appreciate all communication and welcome positive relationships. The constructive triangulation between students, families and academy staff is a formula that will result in high outcomes. This is a feature we are keen to reiterate at all times.

There may be times when we need your support with attendance, standards or the ambition to reach your child's potential; thank you in advance for working with us in these situations.

Finally, our commitment to your child will be a daily focus. Please be safe in the knowledge that we will work hard towards the future of all young people in our community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simon Underwood', located below the 'Yours sincerely' text.

Simon Underwood  
Associate Principal



# Curriculum and Homework

## Curriculum

Our broad and balanced curriculum is designed to support your academic and personal development. During your time at the Academy you will develop independence, teamwork, creative thinking, reflection and self-management, preparing you for further education and the world of work. In Key Stage 3 (Years 7, 8 and 9) you will study English, Mathematics, Science, Active (physical education), Design Technology, Art Modern Foreign Languages, Personal Development, History, Geography, Computer Science, Drama and Music. Personal, Social and Health Education, as well as Careers are also taught through the tutor time programme, assemblies and devoted days of learning.

At Key Stage 3 the Academy's aim is to give all students the opportunity to work to their full potential at a speed that matches their ability. Success by the end of this key stage gives students the greatest opportunity to excel during Key Stage 4 (Years 10 and 11) and Key Stage 5 (Sixth Form).



## Homework

At Corby Business Academy we believe that homework is a great way to develop responsibilities and creates a sense of punctuality by ensuring your child submits their work on time. It helps your child integrate learning by applying many different skills to a single task, such as book reports or science projects. Homework allows your child to extend learning by applying skills to new situations and develops positive study skills and habits that will serve them well throughout their life.

Throughout Key Stage 3 students will receive approximately 20-30 minutes of homework per core subject each week. This will be through a combination of independent tasks, research and projects.

For further details regarding homework please visit the Homework section of the website.



# Expectations

## **The Role of your child's tutor:**

A tutor is the person that your child can go to if they have any worries or concerns whilst at Corby Business Academy. We like to see them as an 'academy parent'. Students will see their tutor every day at academy mentoring and their role is to encourage, monitor, support and influence student progress, performance and good behaviour. Whilst students are able to seek help and guidance from tutors, parents or carers are also encouraged to maintain regular contact with them. A parents' evening is arranged for each year group during the academic year when parents and carers are able to visit the Academy to speak to staff. Should you need to speak to your child's tutor at any other time, you can leave a message at reception or email them directly. Tutors will then endeavour to contact you as soon as possible; this will depend on teaching commitments that day. Tutor representatives from each tutor group meet on a regular basis with the Head of Year and these meetings provide valuable feedback from students.

## **Support from parents and carers:**

High expectations for learning and behaviour in a classroom are important to the Academy. When these are established, students know and understand what is expected of them; this then allows confidence and promotes a learning environment where all students can flourish. We ask that parents and carers support this ethos and that conversations at home replicate the desired attitude to learning at school.

We expect students to self-regulate and take responsibility for their own learning and behaviour; this results in our young people gaining a sense of safety and security. Of course, when required, students will be guided towards behaviour that allows development and progress. The partnership between students and teachers relies on mutual respect and positive relationships. Again, when parents and carers support these beliefs, students will flourish and establish themselves as well rounded individuals.

Teachers will allow students to follow routines for learning and guide them towards mature conduct around the site. This is done to provide young people with the character to be successful and contribute towards society.

We ask that students have a mind-set that all tasks, including homework, should be completed on time and to the best possible standard. When these expectations are met; a positive atmosphere to support students in reaching their potential is established.

## **Online Safety, including 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. 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.

There is a wealth of guidance on the Academy website. Please make time to use the information to maintain good conduct online. We do not expect any online issues to be brought in to the building or affect the environment of the Academy. There will also be zero tolerance towards actions that make staff or students victims of malicious and defamatory comments.

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To ensure that all students understand the risks that the Internet brings, we have assemblies and lesson/tutor time content that remind students of the dangers that 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. People can become vulnerable to other serious crimes, such as grooming and abduction if they share too much personal information on social media.

Corby Business Academy takes preventative measures such as blocking all inappropriate websites on the computers, laptops and tablets. The Internet usage within Brooke Weston Trust is also monitored.

### **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 further guidance, please see the Safeguarding section of the Academy's website.*



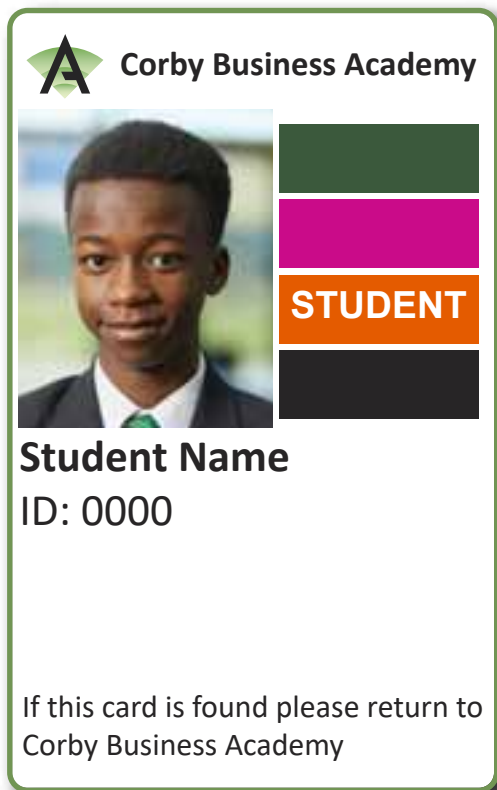


# School Systems and Finance Support

The Academy uses its MIS system and Office 365 to link together communication from the school to parents and carers.

The Academy will send regular notifications and links to digital letters through texts and emails.

The Academy tries to avoid posting letters home where possible to reduce unnecessary printing costs and lower environmental impact.



## Smart Cards

The Academy uses a smart card system to enable a secure and safe environment for its students and staff. The card is used to register students in the Academy, for the purchase of meals in the restaurant and for borrowing books from the library.

A student's smart card is needed for daily use and functionality in the building; therefore students are expected to bring their cards with them each day.

The first issue of a card is supplied by the Academy, with any replacement cards charged at £5.00 per card. Replacement cards may be ordered from Student Services.

When you attend the Academy transition day, students will have photographs taken for their smart card identification, so please ensure you wear a white shirt/blouse.

Parents and carers can pay for catering, trips, replacement smart cards, calculators, revision guides and music tuition online through our payment system, WisePay. This system allows parents and carers to save time and to deal with money matters in a secure way and prevents students from handling cash in the Academy.

A personal account for each student is generated; parents and carers with more than one child at the Academy have the ability to merge accounts.

The catering section of the system also gives parents and carers the facility to view what their child is purchasing from the restaurant.

If you have any queries about the system please contact the Finance Office.

## Financial Assistance

The Academy is able to offer financial assistance to those students whose parents/carers are in receipt of certain benefits. The use of the smart card system for meals ensures total confidentiality for those students receiving meal credits.

### **The type of assistance available to parents/carers who receive Income Support and Job Seekers Allowance may include a contribution to the following:**

- Trips
- Books
- Uniform
- Credits to cover a standard breakfast and lunch (Please note that any unused credits are removed from the account daily). Should a student want to purchase extras, that are over and above the credit issued, then you will need to ensure that additional payment is made to their card.

In order to receive financial assistance you need to apply through Northamptonshire County Council who process applications on our behalf. For further details contract the Finance Office.





# Inclusion and Provision

All students at Corby Business Academy have access to a broad and appropriate curriculum which enables them to reach their full academic potential. There is also a high focus on allowing students to gain the life skills necessary to succeed as young adults.

Detailed transition visits for each student allow the Academy to gain important information about educational needs and enable the opportunity to support personal circumstances as appropriate. This approach allows students to be placed in groups that provide nurture and give staff a wealth of knowledge to help the journey at secondary school commence securely.

Throughout the academic year, and in line with the school reporting cycle, assessment results are reviewed to identify any students that may be underachieving and thus allow interventions to be implemented. These will support the students' learning and contribute towards their development as young people. If interventions are unsuccessful, class teachers are encouraged to make a referral to the Academy's SENCo, who will assess the student and support decisions made with regards to educational needs. If a student is identified as having additional needs, they will be placed on the SEN register and parents/carers informed.

A one page profile will be available for staff to advise on strategies for support. Class teachers will ensure work is differentiated to address their needs in the classroom, as well as provide challenge for progression. If students continue to have difficulties with their learning and do not make progress, the SENCo will co-ordinate interventions to address the identified needs. Interventions will be objective led, monitored and reviewed using a Students Intervention Plan.

If students still do not make progress, some may be referred to a supportive external agency. In consultation with the Educational Psychologist and/or any other relevant external agencies involved, the Academy will establish objective led interventions that will be used to address needs. The Academy may also refer the student for High Needs Funding to enable higher levels of support in the classroom. Should progress continue to be below expectations, the school may apply for an Education Health and Care Plan.

If a student makes consistent progress and regularly achieves their targets on the Student Intervention Plan, the student can be removed from the SEN register; however, the students will continue to be monitored by their subject teachers. If a student with an Education Health and Care Plan makes consistent progress and is able to perform without support, the Annual Review may provide the forum to discuss whether a recommendation to cease this plan should be made.

## **Academy Key Workers:**

The role of the key worker is to develop a working relationship to help support and encourage our most vulnerable students. They are there to help with personal organisation, to work together with students on targets and behavioural plans, to deliver interventions, to liaise with home and keep parents/carers informed and to deal with general concerns. Please note this will be at the Academy's discretion and under constant review. At the appropriate time, our aim is to create independent learners and young people who have the confidence to contribute towards society as a happy, but self-regulating, individual.

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# Safeguarding

Safeguarding is paramount at Corby Business Academy, which is why we operate with consistently upheld protocols. We are committed to promoting the welfare of all students and the Academy operates with robust safeguarding systems.

All academy staff recognise and understand the importance of students being offered the correct provision; this includes placing our duty of care at the heart of every decision. Students are guided towards appropriate avenues of support and are provided with the knowledge to keep themselves safe in a range of society-based contexts.

The Student Care Team works closely with the Academy's tutors. Your child's tutor should remain the first point of contact for any day-to-day communication, with the student care team used for immediate safeguarding matters.

We appreciate your support in all safeguarding matters and ask that our families and community assist us in our duty of care towards both students and staff.

## **In order to protect our students, it is our aim to:**

- create an atmosphere where all the students feel safe, secure, valued and listened to
- recognise the signs and symptoms of abuse
- respond quickly and effectively to cases of suspected abuse

## **Corby Business Academy will support all students by:**

- encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- promoting a caring, safe and positive environment within the Academy



**SAFEGUARDING**

Detailed safeguarding advice and up-to-date guidance is situated on the Academy website.

<https://www.corbybusinessacademy.org/page/?title=Safeguarding&pid=645>

Alternatively, please contact the school to speak to one of our Designated Safeguarding Leads.

# Useful Information and Forms

This section contains useful information about academy communication during the transition period and details of our Year 6 to 7 Transition webpage. A pull out page with Key Contacts and Term Dates has been included, so you can tear this out and put it on your fridge.



# Term Dates

	Start Date	End Date
Term 1	Thursday 3 September 2020	Friday 23 October 2020
Term 2	Monday 2 November 2020	Friday 18 December 2020
Term 3	Tuesday 5 January 2021	Friday 12 February 2021
Term 4	Monday 22 February 2021	Friday 26 March 2021
Term 5	Tuesday 13 April 2021	Friday 28 May 2021
Term 6	Monday 7 June 2021	Tuesday 20 July 2021

# Teacher Training Days

DATE	ORGANISATION
Tuesday 1 September 2020	Corby Business Academy
Wednesday 2 September 2020	Corby Business Academy
Monday 4 January 2021	Corby Business Academy
Monday 12 April 2021	Brooke Weston Trust Academies
Monday 28 June 2021	Brooke Weston Trust Academies

\*Training Days are sometimes subject to change, especially as we work within the COVID-19 climate



# Transition Communications

## Introduction

Our Academy website has a page specifically designed for parents, carers and those students who have been offered a place in Year 7 at Corby Business Academy, starting September 2020. The page has been designed as a central hub of information to provide you with everything you will need, as well as answering any questions you might have.

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 page features drop down tabs allowing you to easily find relevant information. Below are details of the type of information that will be available on the website, which we will endeavour to update at regular intervals.



Link to the Transition webpage:

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

## Transition Communication

During the Transition period, we want to ensure that we communicate regularly with parents, carers and students. To support this, we have created weekly newsletters and tutors will be introduced as part of the weekly episode, with their profiles available shortly afterwards. Following the release of the final newsletter and episode, you will receive an email informing you of which tutor group your child has been placed in.

Videos and letters from students who attend the Academy will also be added to this page as we realise it is invaluable to hear from other students in their own words. A copy of all letters sent out will also be placed on this page.



## Transition Video

On the Transition webpage, you will have access to a Transition video where your child will be introduced to key members of staff involved with Year 7. The video also includes a tour of the Academy to help students familiarise themselves with the building before they start in September.



## Forms

Unfortunately, no new school year is complete without several forms to complete and these can be found in the tab 'Forms'. All our forms are via Microsoft Forms allowing you to easily complete the document online. Forms include the Data Form, Home School Agreement, Transport Agreement and Photo Consent as well as the CBA Student Questionnaire, which we encourage students to complete to help us support the start of their journey at the Academy.



## The Unit Provision

If your child is joining our Unit Provision, please look at this tab on the Transition page of our website to access additional information and resources related specifically to the Unit.



## The Big Read

Each year, Corby Business Academy is delighted to promote a 'Big Read' and this year is no different. Please click on the appropriate tab on the Transition page of our website for access to The Book of Hopes' which can be accessed free of charge and an accompanying activity booklet which we hope students will engage in over the summer.



We are delighted that you have chosen Corby Business Academy for the next stage of your child's educational journey and look forward to meeting you all face to face in the near future.

If you have any queries about any of this information or the transition process generally, please do not hesitate to contact us via email:

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



# Useful Contacts



## General Admissions:

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



### Year Group Lead for Year 7

**Patrick Hallam**

[patrick.hallam@corbybusinessacademy.org](mailto:patrick.hallam@corbybusinessacademy.org)



### Assistant Principal in charge of transition

**Heather Thompson**

[heather.thompson@corbybusinessacademy.org](mailto:heather.thompson@corbybusinessacademy.org)



### SEN (Mainstream)

**Francia Dickinson**

[francia.dickinson@corbybusinessacademy.org](mailto:francia.dickinson@corbybusinessacademy.org)



### SEN (UNIT)

**Claire Robinson**

[claire.robinson@corbybusinessacademy.org](mailto:claire.robinson@corbybusinessacademy.org)



### Student Support Officer

**Donna Lapsley**

[donna.lapsley@corbybusinessacademy.org](mailto:donna.lapsley@corbybusinessacademy.org)

### Corby Business Academy - Main Reception

**01536 303 120 / [enquiries@corbybusinessacademy.org](mailto:enquiries@corbybusinessacademy.org)**

### Finance/Uniform

**01536 303 120 / [finance@corbybusinessacademy.org](mailto:finance@corbybusinessacademy.org)**

### Transport (Northamptonshire County Council)

**01604 364 585**





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**E:** [principal@corbybusinessacademy.org](mailto:principal@corbybusinessacademy.org)