



# Transition Newsletter

Week 3 – Friday 24<sup>th</sup> June 2022

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## Welcome

Dear Year 7 Students, Parents and Carers,

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

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

A reminder that the Year 6 Parent event is taking place at CBA on Monday 4<sup>th</sup> July at 17:30.



## Overview

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

## Equipment

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

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

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



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

Students will have lessons located in different faculties throughout the day, so it is important that they learn their timetable as soon as possible to allow them to be on time for lessons. Each faculty has classrooms both up and downstairs. Each classroom also has its own number, for example PL4. This stands for PNS, Lower, Classroom 4. If the classroom was PU5, this stands for PNS, Upper, Classroom 5. If students become lost, staff are always on hand to point them in the right direction.

### Movement Around the Academy

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

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

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

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

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



### Test Yourself

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

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

### PE Kit

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

### Sports Kit for Boys and Girls

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

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

All uniform including P.E. Kit is available from Karlsport.



<https://karlsports.co.uk>

### Transition Information

We can now confirm that we will be informing you which tutor group your child has been placed in via e-mail on Monday 4<sup>th</sup> July 2022.

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

**The extended deadline for completion is Wednesday 29<sup>th</sup> June 2022.**

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:



### Tutor Time

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

Day	Tutor Time Activity
Monday	Class Reading and Literacy
Tuesday	Develop ME
Wednesday	Numeracy Ninja
Thursday	Quiz
Friday	Year Group Assembly

#### Year Group Assembly:

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

#### Class Reading and Literacy

The class will read the same book together over the course of a term. Students can volunteer to read. However, key vocab will be discussed throughout so students discover the meaning behind words.

#### Numeracy Ninja:

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

#### Develop ME

Students will receive their Personal, Social, Health and Emotional curriculum through our Develop Me sessions delivered within tutor time. This curriculum allows students to build the personal skills and knowledge to become more well-rounded individuals.

#### Quiz:

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