



Transition Newsletter

Week 2 – Monday 10th June 2024



Corby Business Academy

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Corby Business Academy

Welcome

Dear Year 6 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 life: Use of school buses, break and lunchtime expectations, mobile phones and social media, meeting another key member of staff and FAQ's. You can also view any information on our website: [Year 6 to Year 7 Transition](#)



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 log into EduLink and update your child's information to consent to this policy no later than Monday 8th July.

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 member of the Senior Leadership Team.



Applying for Transport

Please ensure you have applied for a Bus Pass with North Northamptonshire Council via the link below. As an academy, we are unable to check progress with regards to applications made.

[North Northamptonshire Council - School Transport](#)



Code of Conduct: Bus

We have a duty of care to all students and do not accept poor behaviour on the buses. It is student's individual responsibility to ensure they are following our code of conduct for behaviour. North Northamptonshire Council and the Academy have the right to refuse or ban students using transport if they do not adhere to our expectations. These include but are not exclusive to:

- Any behaviour that impedes the driver's ability to transport students safely each day.
- Any behaviour that makes other feels unsafe or distressed.
- Any behaviour that bring the Academy into disrepute.

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

- A member of SLT or Head of Year will speak to students when conduct is causing concern and remind them of our expectations; this will also result in communication home to parents and carers.
- Continues misconduct will result in an appropriate ban from travelling on a bus; this could include a permanent transport ban.

We reserve the right to ban students from bus transport immediately for serious breaches of our Behaviour or Health & Safety Policies. We will contact parents and carers immediately in these cases.



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Timetables

Morning REG	Lesson 1	Lesson 2	Tutor Time	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6 Extra Curricular
8:40	8:50	9:50	10:50	11:10	11:30	12:30	13:30	14:00	15:00
–	–	–	–	–	–	–	–	–	–
8:50	9:50	10:50	11:10	11:30	12:30	13:30	14:00	15:00	16:00

Break and Lunches

At Corby Business Academy you will have one breaktime of 20 minutes and a lunchtime of 30 minutes as the timetable shows above.

The Academy has staggered breaks and lunches for year groups and so the above schedule is subject to change, but students will be informed of this at the beginning of the academic year and via EduLink.

Students have designated areas to go during their breaks; The Restaurant, Outside Seating Area, Library or the Astro Turf. All food is to be consumed in the Restaurant, or Outside Seating Area ONLY, including those who bring packed lunch. Food is not allowed on the Astro Turf or anywhere else within the Academy.

Students are expected to queue for their food calmly and orderly in a single file. We run a cashless catering system and all finances for food will need to be placed onto WisePay.

Behaviour at Break and Lunchtimes:

We use the designated spaces made available during break and lunch and do not disturb other students 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 or in the Library.
- 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 times.
- We communicate politely and appropriately with other members of our academy community. We do not interrupt other's conversations.
- We always maintain a smart appearance with our uniform when moving around the building (shirts tucked in, with blazers and ties on, top buttons done up) No trainers.
- We respect our own and others personal space and refrain from unnecessary physical contact with peers.

We allow students to access our Astro Turf during break and lunch. This is a large outdoor space to play football or other games, or just 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. Members of staff will be on duty at break and lunch to monitor outdoor behaviour. We do not allow any form of rough play or physical activity between students.



Social Media

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 TikTok and Instagram)
- Telling your parents/carers if you are using the sites and when you are online
- Being aware of 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](#)



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Mobile Phone Policy



Rationale:

At Corby Business Academy we understand that mobile phones are an integral part of life for our students in the 21st Century, but that they can also pose significant risk to student safety, student learning and staff time.

As an institution striving for the best academic outcomes for our learners, the rationale for our approach is underpinned by current research and government guidance. The banning of mobile phones from school premises adds up to the equivalent of an extra week's schooling over a child's academic year. Research published by the Centre for Economic Performance at the London School of Economics. "Communication: The Impact of Mobile Phones on Student Performance" found that after schools banned mobile phones, the test scores of students aged 16 improved by 6.4%. According to Beland and Murphy, a phone ban produced improvements in test scores among students, with the lowest-achieving students gaining twice as much as average students. The ban had a greater positive impact on students with special education needs and those eligible for free school meals, while having no discernible effect on high achievers.

Our most recent parental survey also indicates that 97% of our parents allow students to bring devices to school. Over 90% of parents cited the reason for this to be essential communication in emergency or during transport to and from school. Therefore, whilst we won't 'ban' phones on site, our expectations around their storage and use are tight to secure the greatest educational benefit.

Expectations and Procedure:

- Students are allowed to bring mobile devices to and from school to always ensure their personal safety.
- Corby Business Academy operates a 'See it, Hear it, Lose it' procedure for the use of all electronic devices within the school building.
- Students must not use a mobile device, smart watch or electronic device-including headphones-anywhere in the school building during the school day.
- This restriction is always in place while students are in the school building, this includes when students enter and leave at the end of the day. It is also in place during enrichment clubs.
- If a student chooses to bring their phone to school, then on arrival it should be switched off/on silent and kept completely out of sight, in a school bag or outside coat pocket. This needs to happen before students enter the building. It should not be seen or heard (including vibrate) from the moment students step inside and then throughout the school day.
- Any child found using or known to have used their phone during the school day will have the phone confiscated and returned at the end of the school day via reception where it will be held. Parents will be informed via EduLink when a phone has been confiscated.
- Phone confiscation will be tracked and if the child is a repeat offender, the school will request a parent/carer to come in and collect the phone from the school.
- Any refusal to hand a phone over to members of staff will result in a follow up sanction in line with the school's Behaviour policy. This would constitute a Stage 2 for 'Refusal to comply' and be escalated to the Senior Leadership team.
- Students will be able to contact home by approaching their Head of Year/Student reception/staff on duty/staff running clubs if they require to speak with their parent/carer during the school day.
- We will ensure that any important messages are relayed to students through the day if parents/carers leave a message at reception.

Break and Lunch Exceptions:

- Students will be able to access their devices during their break and lunch only. This must only occur in the designated outside break areas (outside seating and astro turf). Mobile devices need to be out of sight before students re-enter the building when the above expectations and procedures resume.
- Use of devices as at break and lunch must be appropriate. Any filming, photography, access to inappropriate sites or hurtful messaging will result in this privilege being removed for these individuals.

*Please note that if a member of staff does not physically see the phone, but it can be heard then this can still be confiscated. Any exceptions for students using devices for medical reasons or as part of an EHCP will be communicated with parents.

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Reminders

The Big Read

A reminder to go to the transition page of the Academy website and watch Mrs Wilson reading the first chapter of 'Black Hole Cinema Club'.

[Corby Business Academy - Year 6 to 7 Transition](#)

If you have any questions, please do not hesitate to contact the Academy's Librarian, Mrs Keelan.

claire.keelan@corbybusinessacademy.org



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 final newsletter.

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

[CBA Student Questionnaire](#)

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.

Deadline: Friday 21st June 2024

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



Corby Business Academy
Student Questionnaire

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

1. Name of Student

2. Primary School?

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
- Homework Study Clubs
- Sports Clubs
- Dance Club
- Subject Specific Academic Clubs
- Lego Robotics
- Concert Bands
- Art Study
- Library Clubs

Charity & Community

We also like to participate and support local and national charities and encourage students to get involved and come up with innovative ideas to raise money for those in need.



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Assistant Principal

Mrs K. Herbert – KS3 Behaviour, Culture & Climate



Dear Year 6 Students,

We are all very excited for you to start your new chapter at secondary school. Many of you may feel anxious about all of these changes and it is completely normal. It won't be long before you are here and settled in and wondering what all of the fuss was about!

I have been teaching Art & Design Technology for over a decade and worked in various leadership roles such as Head of Year, Progress Leader and Personal Development Lead. I have high expectations for you and look forward to working in partnership with you and your parents and carers.

Likes:	Smiling, gratitude and kindness
Dislikes:	Rudeness and disrespect
Favourite Colour:	Purple
Hobby:	Gym and anything football!
My Hero:	Denzel Washington
Fun Fact:	I love spending time with my family and my dog!

Favourite Quote

"Dreams without goals are just dreams, and ultimately they fuel disappointment. On the road to achieving your dreams you must apply discipline, but more importantly, consistency, because without commitment you'll never start, but without consistency you'll never finish" Denzel Washington

Where to find me:

Find me in my office on the lower floor in the PNS faculty

Be brave, Be bold, Be you

Contact me:

If you have any questions please contact me on the e-mail below:

kelly.herbert@corbybusinessacademy.org