



Transition Newsletter

Week 2 – Tuesday 20th June 2023



Corby Business Academy

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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 Policies: Use of school buses, break and lunchtime expectations, mobile phones and social media, tutor profiles and FAQ's. You can also view any information on our website: [Year 6 to Year 7 Transition](#)



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](#)



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 3rd 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.



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 for their lunch; 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 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 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 others conversations.
- We always maintain a smart appearance with our uniform when moving around the building (shirts ticked in, with blazers and ties on) 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.



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Mobile Phone Policy

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 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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Behaviour Policy

Stage 2 Break Detention

- A stage 2 can be given for the following reasons. A detention will be completed the next day with your HOY in your Tutor faculty.
- Refusal to comply
- Disruptive behaviour that continues to impact the learning in a lesson after reminders and a stage 1
- Disruptive behaviour that is not safe or respectful
- Late to lesson
- Inappropriate comments including swearing
- Electronic device visible or heard

Stage 2 Lunch Detention

- A stage 2 can be given for the following reasons. A detention will be completed the next day with an AAP in Mrs Prior's office. Some reasons for a Stage 2 Lunch detention include:
- Receiving two stage 2s in the same day (continuous disruptive behaviour)
- Minor damage to property, equipment or facilities
- Significant disruption to learning or safety

Stage 3 After School Detention

- A Stage 3 detention will be completed the next day in the Theatre with SLT from 3 p.m. - 4 p.m. Some reasons for a Stage 3 detention include:
- A missed Stage 2 detention (break or lunch)
- Severe/significant/costly damage to property, equipment or facilities
- More serious unsafe and disrespectful behaviours
- Truancy-not attending lessons, walking out of lessons, refusal to return to lesson
- Disrespectful response to on call staff requests or instruction
- Minor physical aggression

RESET

- RESET will be issued by an AAP or Mrs. Prior following a review of your behaviour. You will sign in at reception and wait to be collected by a member of staff. This will be an extended day and you will also complete an after school detention from 3 p.m. - 4 p.m. Some reasons for reset include:
- Missed stage 3 detention
- Internal suspension
- Persistent and serious unsafe and disrespectful behaviours
- Persistent truancy-not attending lessons, walking out of lessons, refusal to return to lesson
- Pending investigations

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Reminders

The Big Read

Members of staff from Corby Business Academy have been recorded reading some of the poems.

[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.

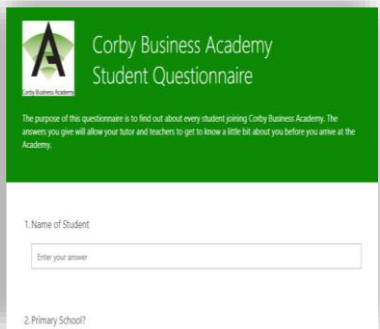
If you have not already done so please ensure you and your child have completed your 'Student Questionnaire'

This deadline has already passed.

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.

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:

yearsevenadmissions@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
- Food Tech

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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Associate Assistant Principal

Mrs 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
Favourite Restaurant:	Bengal Brasserie
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 central mall

Contact me:

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

kelly.herbert@corbybusinessacademy.org

Be brave, Be bold, Be you