



# Transition Newsletter

Week 1 – Monday 3rd June 2024



Corby Business Academy

***Commit, Believe, Achieve***



# *Commit, Believe, Achieve*

# Welcome

Dear Year 7 Students, Parents and Carers,

Welcome to the first transition newsletter. This newsletter will provide you with a taster of what is going on in school and any transition news that you need to know in the lead up to September.

Firstly, we would like to ask that you keep an eye on the transition page of our website, all relevant information and updates will be published there: [Year 6 to Year 7 Transition](#)



## Overview

Over the next four weeks we will be publishing a newsletter to support your child with their transition into secondary school. Both parents, carers and students are likely to have lots of questions so our aim is to cover all the topics we feel are important before starting secondary school. Each newsletter will discuss school policies, introduce staff and address any frequently asked questions. We look forward to engaging with you via this format and look forward to meeting you all in the future.



## Transition Information

As part of the transition, we will be informing you which Tutor Group your child has been placed into via the Edulink App. Further details of this will be released in the final weekly newsletter.

As part of the newsletter, we will introduce key members of the Academy. This way you can find out a little bit about us before meeting us all in September.

If you have not already done so please ensure you have completed the following:

- Application for a bus pass through North Northamptonshire Council.
- 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. **Please complete by: 21<sup>st</sup> 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:

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

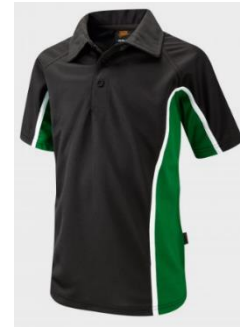
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# Uniform

Uniform is checked on entry into the Academy building. Every teacher will meet and greet students to their lessons and check uniform upon entry.

Any uniform concerns highlighted in the morning or by members of staff will be reported to the student's Tutor or to their Head of Year. Students will then be provided with an alternative from our uniform replacement station and they will hand this back in at the end of the day. Form Tutors will contact home if there are uniform concerns.

We appreciate that shoes and ties can be misplaced or damaged from time to time. However, we pride ourselves on high expectations around uniform. ***Dress Smart: Act Smart***, and therefore we expect items to be replaced as soon as possible.



## Prohibited Items

Non-academy jumpers or hoodies

Leggings

Jeans

Short Skirts

Trainers

Chewing Gum

Airpods / earphones

Mobile Phones should be turned off and placed into bags



All uniform including  
P.E. Kit is available from  
**Karlsports.**

Address: Trafalgar Road,  
Kettering, NN16 8DD

01536 601731

<https://karlsports.co.uk>



## GIRLS' UNIFORM

Smart card

Academy tie

White shirt

Academy Jumper or Black blazer  
with Academy logo

Black tailored ankle length school  
trousers or Academy skirt

Black socks or black tights

Polishable or patent black plain  
shoes

Suitable carrying bag

## BOYS' UNIFORM

Smart card

Academy tie

White shirt

Academy Jumper or Black blazer  
with Academy logo

Black tailored ankle length  
school trousers

Black socks

Polishable or patent black  
plain shoes

Suitable carrying bag





# ***Commit, Believe, Achieve***

## **Behaviour**

At Corby Business Academy we believe in mutual respect. Students, teachers and support staff are part of one team who share the belief that every child can achieve academic success. Our students know that they must follow instructions at the first time of asking.

We follow a three-step rule and this will be delivered to you through our Expectations Education, it encapsulates our core values and what we believe are the most important factors to a successful education with us.

### ***Ready, Respectful, Safe***

We pride ourselves on our positive climate and culture, and we are unapologetic for our high expectations and rigorous behaviour policy. Students adhere to a calm and orderly environment that is built on trust, mutual respect and safety both inside and outside of the classroom.

***Teachers teach without disruption, students learn without distraction***

## **A Ready, Respectful, Safe Learner...**



### **Ready**

- You are equipped with a pen, pencil and ruler in all lessons
- You give your teacher your full attention by listening carefully at all times and starting tasks straight away.
- Your body language shows you are paying attention.
- You respond to questions and participate in discussion when required.
- You work with purpose and industry

### **Respectful**

- Your conversation is calm reasonable and appropriate
- You respect everyone's right to learn at all times and cause no disruption to the learning journey of a lesson
- You respect your environment and all school equipment
- You respect your teacher and their authority in the classroom and knowledge of the subject
- You show kindness in all classroom interactions



### **Safe**

- You work in the seating plan your teacher has assigned to the class
- You do not throw equipment across the classroom
- You do not engage in physical interaction in a lesson
- You are considerate of peers' feelings when expressing ideas in the classroom
- You are a positive role model promoting fairness and equality in your behaviour and contributions

**Brooke Weston Trust**



# **Commit, Believe, Achieve**

## **Behaviour**

### **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 AP 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 3pm - 4pm. 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 AP 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 3pm - 4pm. 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

# Commit, Believe, Achieve

## Literacy

### The Big Read

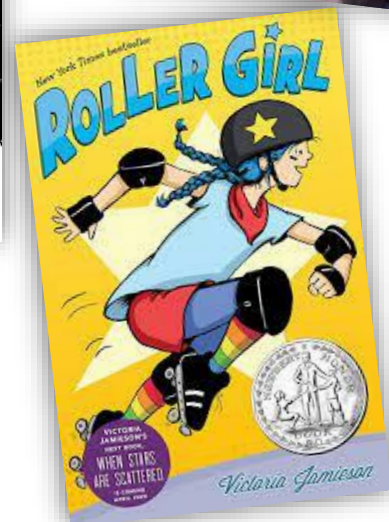
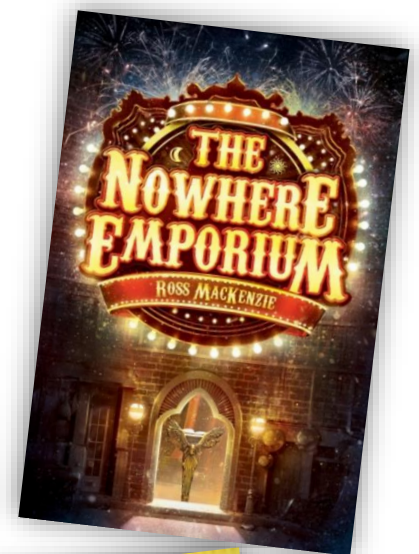
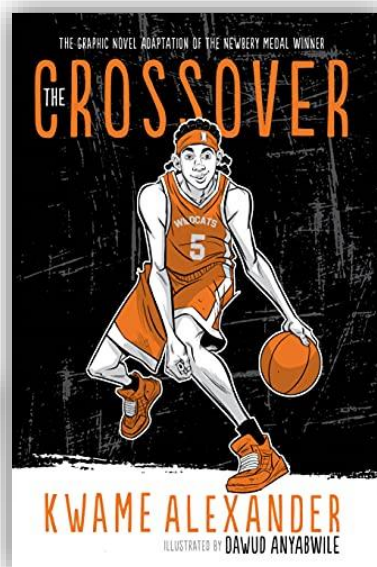
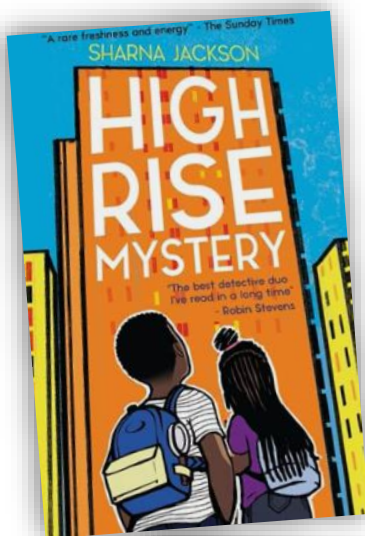
Each year, the Academy holds a transition reading challenge for new Year 7 students joining us in September. This year, the Academy have based the challenge around 'Black Hole Magic Club', written by Christopher Edge. This book is only recently published and has been described as 'an edge-of-your-seat adventure like no other'. Students will be given a copy of the book on transition day and are encouraged to read all, or some of the book and complete activities based on the book over the summer holidays. Please also go to the transition page of the Academy website to watch Mrs Wilson reading the first chapter of this exciting book

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

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



## Our Top 5





# *Commit, Believe, Achieve*

## Assistant Principal

**Mrs H. Wilson – Year 7 SLT**



Dear Year 7 Students,

I'm really excited to meet you all in person and I hope you are looking forward to joining the Corby Business Academy community. I work closely with a fantastic team of people who will endeavour to make your transition to Academy life as smooth as possible and I will be here to support you as well.

I arrived at Corby Business Academy in September 2009 as the Head of Maths and I've been an Assistant Principal for the past five years. Part of my job is overseeing the Year 6 into 7 transition process and I'm the Year 7 SLT link, so you will see me on a daily basis!

<b>Likes:</b>	Rugby/Running/Reading
<b>Dislikes:</b>	Bad manners
<b>Favourite Colour:</b>	Red/Green
<b>Hobby:</b>	Knitting & Cross Stitch
<b>My Hero:</b>	Jonny Sexton
<b>Fun Fact:</b>	I run parkrun in under 30 minutes

## My Top Tips for starting secondary school...

1. Be positive and embrace new challenges
2. Be kind and a good friend to others
3. Try your best in everything you do

### Where to find me:

Find me in my office on the upper floor of the MAIT faculty

### Contact me:

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

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

***Be brave, Be bold, Be you***