



Corby Business Academy

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Associate Principal: Simon Underwood

Dear Parent/Carer

Following the allocation of secondary school places for Year 6 students, we are delighted to welcome your child to Corby Business Academy in September 2020. We would also like to take this opportunity to thank you for choosing Corby Business Academy as one of your preferences for your child.

In these extraordinary times, we aim to make your child's transition from primary to secondary school as smooth as possible and will endeavour to keep you well informed about the next steps as they develop.

Normally a teacher from Corby Business Academy would arrange to visit each of our feeder schools and introduce themselves to the children moving up to our school in September. During the visit, they would explain to the children what to expect when they start at Corby Business Academy and meet with their teachers to ensure important information can be shared. This may now be difficult if schools do not return in the summer term, but even if we cannot have a face to face transition, we can all work together to make the transition process as smooth as possible for your child. Further details will be shared with you as soon as we are able to.

There are some aspects you can start organising in preparation for when your child starts at the Academy.

We require you to complete a data collection form. This form is a statutory requirement which schools must obtain prior to your child joining us. The form can be access by [Clicking Here](#). Please complete this at your earliest opportunity but no later than Sunday 31<sup>st</sup> May 2020. If for any reason your child does not join the Academy in September, these records will be removed and confidentially destroyed.

If your child needs to travel to school via bus, you will need to apply for a bus pass. This is done online through Northamptonshire County Council website [https://northamptonshire-self.achieveservice.com/en/service/Apply\\_for\\_travel\\_assistance\\_4\\_to\\_16\\_year\\_olds](https://northamptonshire-self.achieveservice.com/en/service/Apply_for_travel_assistance_4_to_16_year_olds) for free school transport.

To help decide the bus number and route please view the 'Bus timetable and days of operation 2017-2018' document found on our website <https://www.corbybusinessacademy.org/attachments/download.asp?file=1291&type=pdf>  
We also recommend checking with the county council for any planned updates.

If you are in receipt of benefits or universal credit, your child may be entitled to free school meals. Details and how to apply can be found at [www.northamptonshire.gov.uk/freeschoolmeals](http://www.northamptonshire.gov.uk/freeschoolmeals)

After the summer holiday, assuming schools have re-opened, your child will start the academic year on Thursday 3<sup>rd</sup> September 2020.

We would like to encourage all parents and carers of students joining us in Year 7 to visit the Academy website [www.corbybusinessacademy.org](http://www.corbybusinessacademy.org) to explore the wider range of exciting activities taking place. You can also follow us on Twitter @CorbyBusinessAc for regular updates on academy life.

If you have any queries about any of this information, please do not hesitate to contact our Assistant Principal, Ms Heather Thompson via email: [yearevenadmissions@corbybusinessacademy.org](mailto:yearevenadmissions@corbybusinessacademy.org)

Yours sincerely

Mr S. Underwood  
Associate Principal