



Dear Students, Parent and Carers,

Student Sickness and Uniform

It has been lovely to welcome the students back to the Academy today after the half term break. As is customary at the beginning of term, we have built lots of reminders about expectations around attendance, conduct and presentation into our tutor time programme. To ensure we are working in partnership so students can maximise their learning in a positive and productive learning environment, please see some of these key reminders below.

Student illness

We are now in the midst of winter illness season, which means that at times it may be required for us to send students home from school. This is a decision that always needs to be made in conjunction with parents. Please see the protocols and expectations below around student attendance:

- ✓ Parents should report any absence to the attendance team via phone, email or edulink by **8.30 a.m.**
- ✓ Where students are unwell, but parents make the judgement call to send to school, we will support this decision by ensuring that students are **not assessed for sending home before 11.00 a.m.**
- ✓ If illness is reported, then tutors and Heads of Year will make an initial assessment at tutor time
- ✓ We will always encourage students to remain in school, but if symptoms persist, we will contact you to make a decision together about whether your child needs to be sent home
- ✓ If a student contacts home directly about illness, please ask them to inform their teacher/tutor so our internal process can be followed. Please do not arrive at school to collect them until you have received communication from us.

Please be assured that exceptions will be made for emergencies and for students with known medical conditions.

Uniform

Our high expectations of student uniform, equipment and conduct have not changed. Our Heads of Year together with the tutor teams continue to complete thorough checks of student uniform daily. Our full expectations can be found on our website using the link below.

[Corby Business Academy - Uniform](#)

Some common issues we saw today that we will be challenging robustly from tomorrow include:

- Students wearing trainers rather than appropriate school shoes. These are only permitted for brief periods when there is medical evidence provided by a parent.
- Students not wearing Academy blazers and/or jumpers.
- Students wearing jogging bottoms or leggings rather than trousers or a skirt.
- Students not wearing their year group lanyard.

If standards are not met, you will receive direct contact from your child's tutor or Head of Year to discuss how any identified issues will be addressed. In some instances, we can support with temporary daily solutions for shoes and ties, which will be kept on the Academy site and you will receive communication from our inclusion team if items have been loaned. Please be aware that persistent issues or your child's refusal to accept reasonable requests from staff will result in an appropriate sanction being issued.



Lanyards are a new but important feature of the Academy uniform. They allow us to easily identify students and assist with safeguarding students as well as operating as efficiently as possible in the restaurant at break and lunch. Therefore, lost or broken lanyards/smart cards will need to be replaced. These can be purchased via the student shop on wisePAY. Further information on how to do this can be found on our website using the link below.

[Corby Business Academy - Student Shop](#)

Thank you, as always, for your continued support, which includes your reinforcement of our expectations through your conversations at home.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Prior'.

Mrs K. Prior
Vice Principal