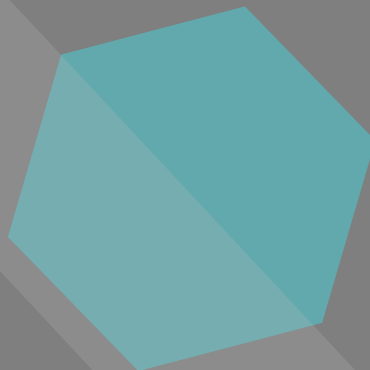




Corby Technical School

New Student Information
Booklet
2021/2022



Term Dates

Term	Term Begins	Term Ends
Term 1	Monday 16th August 2021*	Friday 8th October 2021
Term 2	Monday 25th October 2021	Friday 17th December 2021
Term 3	Wednesday 5th January 2022	Friday 25th February 2022
Term 4	Monday 14th March 2022	Friday 6th May 2022
<i>During the May holidays there will be GCSE examinations taking place.</i>		
Term 5	Tuesday 24th May 2022	Friday 15th July 2022

** Year 7 will start on Wednesday 1st September 2021*

Bank Holidays	
Summer Bank Holiday	Monday 30th August 2021
Good Friday	Friday 15th April 2022
Easter Monday	Monday 18th April 2022
Early May Bank Holiday	Monday 2nd May 2022
Spring Bank Holiday	Thursday 2nd June 2022
Platinum Jubilee Bank Holiday	Friday 3rd June 2022



Our School

As you walk around the school, you will notice that there is an extensive use of glass throughout the building in line with the Brooke Weston Trust philosophy of openness and visibility. This creates an environment that feels safe and productive and supports our disruption free learning policy.

Staff and students use the same entrances and staff use and wait in line at meal times just as students would to model the behaviour we expect from our students. We trust that our students will treat the environment respectfully, therefore doors will be kept unlocked except for in rooms where confidential records or exam information is stored.

As a technical school, we are keen to use technology to enhance the in school operations: The building uses a swipe card system for access control and a cashless catering system. Display screens are located throughout the school to communicate key information to students and staff, and to indicate the timings of breaks and lunchtimes.

We encourage our students to take personal responsibility for their punctuality to lessons. Therefore, there is no bell to signal lesson changeover times as we believe this is teaching an important employability skill.

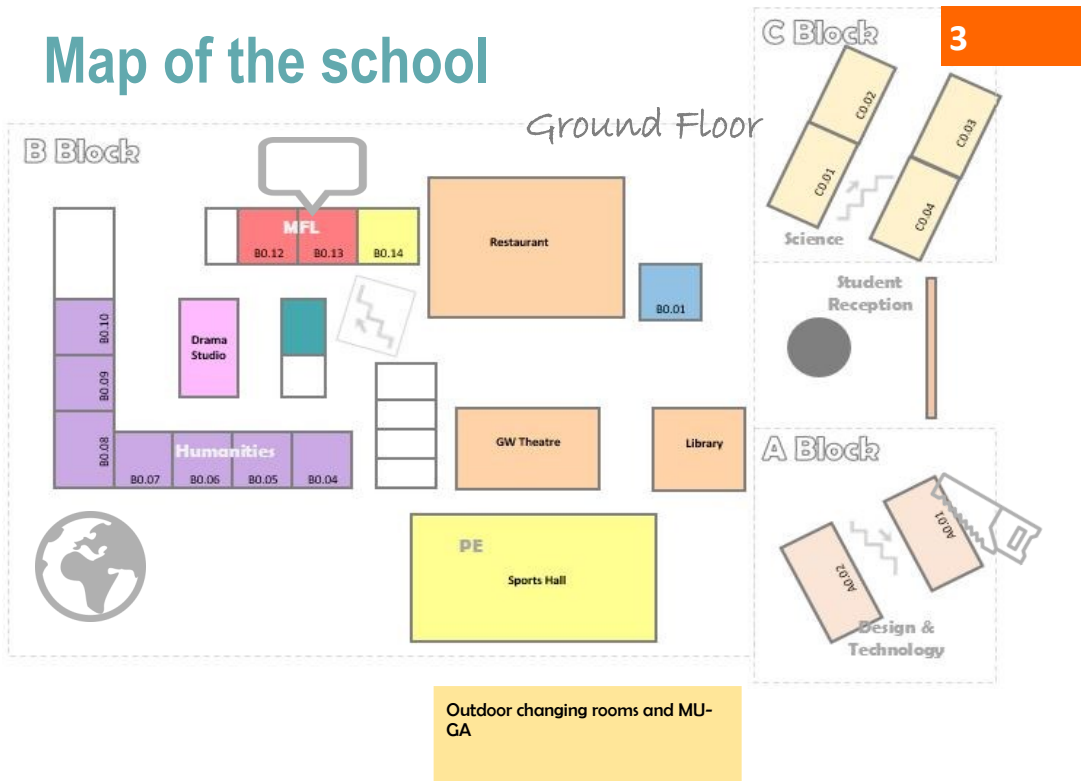
We have a new canopy area adjacent to our restaurant for staff and students to enjoy outdoor dining and possibly a game of table tennis. We are also really pleased to have opened our new MUGA (Multi Use Games Area) this year where students are able to play 5-a-side football, tennis, netball and hockey in their weekly PE lessons.

A new Sixth Form Centre will also open this year offering a tailor made space for our most senior students to study in.

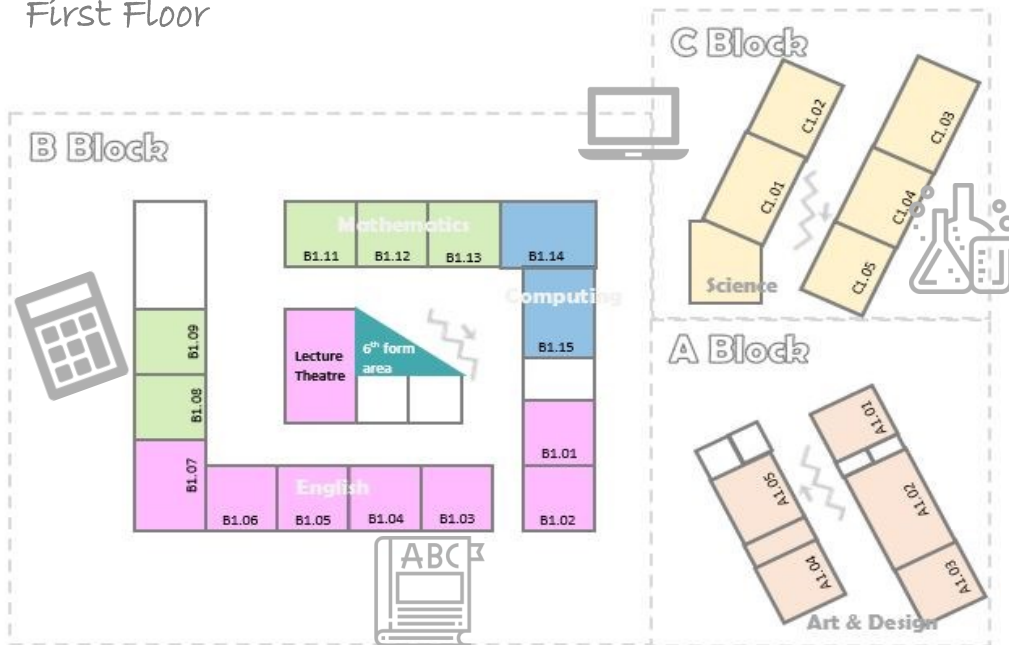


Map of the school

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First Floor



School Uniform

You will be expected to be smart and properly dressed at all times. Full uniform must be worn during all times throughout your day in school.

Uniform

School tie

Black blazer with school logo

White shirt

Black trousers or skirt at knee length

Black plain shoes (to be worn with black socks)

PE kit

Sport shirt (long sleeved) with logo

Black polo top with school logo

Black shorts or skirt

Black tracksuit bottoms (optional)

Black sports socks

Sport trainers

Items in **bold** should be purchased from our uniform supplier. Any other uniform items can be purchased economically from any uniform supplier or supermarket.





Please see our website for more specific details about purchasing uniform. Please ensure all uniform and belongings are clearly marked with your name.

You will also be required to bring appropriate kit to all of your PE lessons.

Additional equipment such as shin-guards and mouth-guards will be required for some contact sport. You will be given specific advice from your PE teachers when needed.



Swipe Cards

Corby Technical School uses swipe cards to ensure the school remains a safe environment for you. The swipe card is used:

- To let you into the building
- To register your attendance
- To purchase your meals in the restaurant
- To borrow books from the library
- To use the printers

It is therefore essential that you remember to bring in your swipe card everyday. You will get a swipe card issued to you when you start at the school, if you damage or lose your card, you will be expected to pay £2 for a replacement.

Replacement cards can be ordered via our online Wisepay shop.



Breakfast and Lunch

You will have two breaks a day, 20 minutes for breakfast and 30 minutes for lunch, all of which will be spent in school. Teachers accompany the class to the restaurant for these breaks and will take their breaks alongside you. All food and drink must be consumed in the restaurant.

For breakfast and lunch, you can bring your own food or can purchase meals from the restaurant.

If purchasing food from the restaurant, please make sure you have enough money on your Wisepay account or you will be refused service.

Awarded 5 stars by food hygiene inspectors, the food is freshly prepared each day and there is a varied healthy choice daily.

Sample Menu

Day	Breakfast	Lunch
Monday	We offer a 'grab 'n' go' breakfast which includes: Hot roll with one or two fillings, toasties, fruit pots, muffins or breakfast muesli bars.	Chicken Korma served with rice and naan bread. Alternative: Feta and tomato frittata served with salad.
Tuesday		Four cheese tortellini served with salad.
Wednesday		Chicken pie served with mash and vegetables.
Thursday		Roast gammon served with vegetables and gravy.
Friday		Breaded fish or Mozzarella pizza served with chips.



Vegetarian options are always available. If you have any specific dietary requirements, please ensure you let the school know.

Getting to know you

Each year group is divided into tutor groups. You will spend time together each day for assemblies, tutor time or personal, social and health education.

Your tutor and Head of Year will be the main point of contact for your parents. Your parents will have the chance to meet your tutor at our 'Meet the Tutor' evening during the first term, or at one of our Parents' evenings.

Your tutor group will be part of the CTS house system, where all the corresponding tutor groups will form each house.

You will get to know your tutor group really well. In order for you to establish good links within your year group, you will take part in a team building and activity week at the end of term 1. As a tutor group, you will compete against other tutor groups in many events that take place throughout the school year. These include maths challenges, spelling competitions, sporting events, team building and problem solving in Term 1.

Well-being & Safeguarding

If you are feeling worried about yourself or others, then you can speak to your form tutor or any member of staff so that they can support you with your concern. The information will be triaged to the appropriate member of staff. Sometimes your form tutor will ask you to speak to the well-being team who will offer you additional support or refer you to the school nurse.

Anti-Bullying

If you feel like someone is bullying you, then you must report this to your form tutor who will ask you to fill in an anti-bullying form, so the school has a record of the situation. Your form tutor will work with the student care team to support you and your family until the problem is resolved.

It is important to report the concern as soon as possible so your form tutor and the student care team have the information to support you.

We are delighted that we have achieved the **Gold Award** in recognition of the continual work with our school community to eradicate bullying and ensure that our students have a safe place to learn.

Attendance

It is really important to arrive to school with plenty of time to put your personal belongings in your locker and arrive to form time ready to learn.

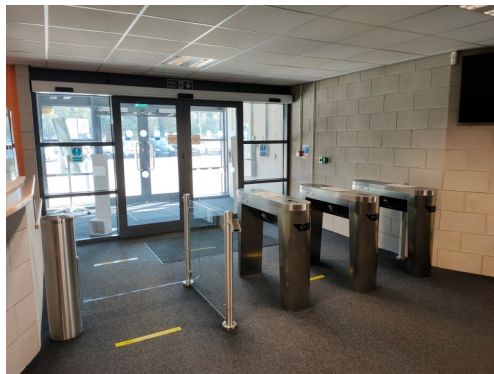
It is expected that all students arrive at school at least 10 minutes before the start of form time. Arriving on time will give you enough time to prepare yourself for learning.

The school day is as follows:

Tutor Curriculum—8.45am to 9.10am
 Period 1 (including break) - 9.10am to 10.30am
 Period 2—10.30am to 11.30am
 Period 3 (including lunch) —11.30am—1.00pm
 Period 4—1.00pm to 2.00pm
 Period 5—2.00pm to 3.00pm
 3pm—4pm (a range of optional enrichment clubs)

Monday and Friday – students finish at 3.00pm

Tuesday, Wednesday and Thursday – students can stay on and go to a range of clubs from 3pm until 4pm.



Expectations

- We expect everyone working in school work to be the best they can be.
- We expect that people will treat each other with respect, behaving in a sensible and courteous way at all times.
- We expect that staff and students will treat the building and its equipment with due care and attention and take pride in the facilities provided.
- We expect our school to be a friendly and hard-working organisation, where everyone plays their part to build a school community that we are all proud of.
- Mobile phones or other personal devices are not to be used in school. They can be brought into school, but must be kept in students' locked lockers.
- Chewing gum is banned from the premises.
- All food and drink must be consumed in the restaurant.

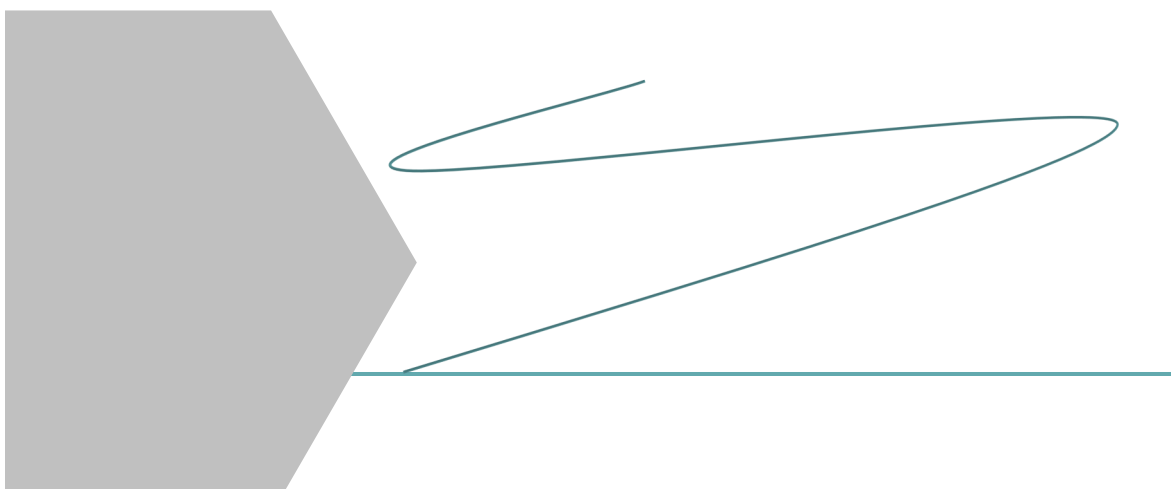
Learning Expectations

You will have learning expectations which are set by the school. The students will be reminded of the learning expectations before every lesson begins.

Our learning expectations are in place to make sure everyone has the opportunity to make the most of every lesson. Your teacher will remind you of these at the beginning of the lesson and whilst you are learning.

Lesson Transition

At the front of the classroom, you will see a spin dial which your teacher will use to indicate the way in which they would like you to participate in each part of the lesson. This could be silent independent study, working in quiet partners, polite table groups or working as a respectful whole class.



"A hub of technical excellence, with uncompromising aspirations for all."

<p>UNITE</p> <p>All members of the school community make a valuable contribution to society and thrive in a mutually supportive environment.</p>		<p>INNOVATE</p> <p>All students develop key transferable skills ready for a fast-changing global market.</p>		<p>PERSEVERE</p> <p>All members of the school community demonstrate relentless determination and resilience in all that they do.</p>	
<p>LEARNING EXPECTATIONS</p>					
<p>Commitment</p>	<p>Ambition</p>	<p>Effectiveness</p>	<p>Active listening</p>	<p>Positivity</p>	<p>Readiness</p>
<p>Contribute to class discussion. Be an active participant. Hand in all homework on time. Consistently strive for excellence.</p>	<p>Set aspirational goals. Use your initiative. Work to your full potential.</p>	<p>Demonstrate resilience when a task is challenging. Use all resources available. Maintain your focus. Stay on task.</p>	<p>Make good use of time throughout the lesson. Listen when others are speaking. Think before responding.</p>	<p>Follow all instructions. Be attentive. Support and encourage others. Self-motivate.</p>	<p>Have your own equipment. Arrive on time. Sit in designated seat. Begin 'engage task' immediately.</p>
<p>BRITISH VALUES</p>					
<p>Law</p>	<p>Responsibility</p>	<p>Tolerance</p>	<p>Democracy</p>	<p>Liberty</p>	<p>Respect</p>

Computer Usage

There are plenty of computers to use around the school. Your teacher may book these rooms for lessons. We have some rooms that are used for specific IT driven activity, such as:

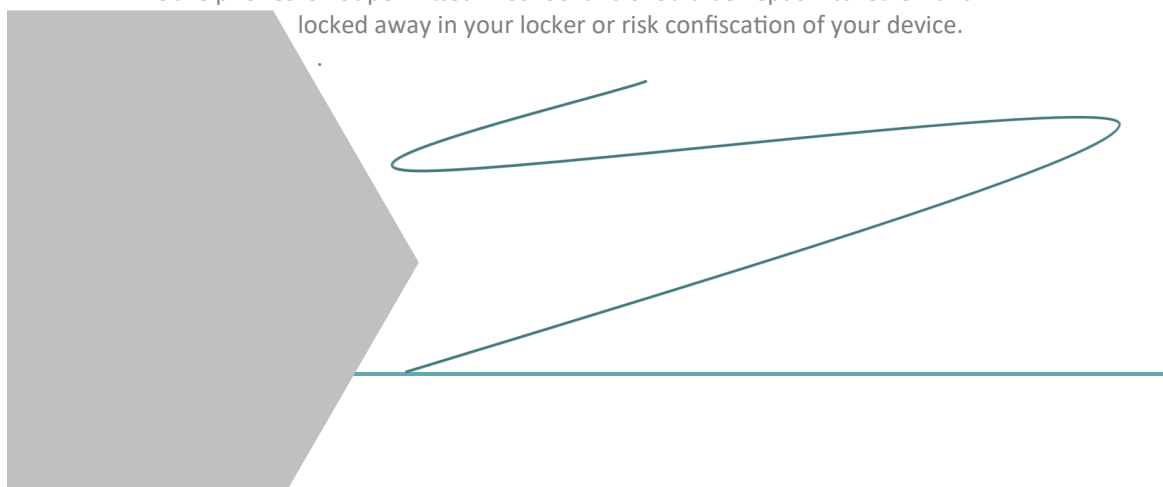
- PCs for more specialist computer tasks such as computer-aided design (CAD), image and video editing, and computer programming.
- State-of-the-art Mac suite for Media and Music lessons. Students have access to professional software packages such as the Adobe Creative Suite (Photoshop, Premiere, InDesign, etc.) and Garageband.

You will be able to connect to the school network from home via our remote access portal (you can find this on the school website). This allows students to access the majority of school software and work on your files from home.

Students must follow the schools acceptable use policy at all times and respect the computer resources that are available to you. This includes but not limited to: not sharing passwords with others, not causing malicious or physical damage, Not accessing inappropriate content or attempting to circumvent firewall and filtering systems. This is monitored and any breaches will be sanctioned in line with the school behaviour policy.

Your school email is accessible via the school website. Your email address will be ready from day one and includes access to the Office 365 suite of applications. Your email address is your student/card number followed by @corbytechnicalschool.org - (example 39999@corbytechnicalschool.org)

There are electronic display systems around the school where you will find notices such as clubs and announcements as well as your break time rota. The use of mobile phones is not permitted in school and should be kept switched off and locked away in your locker or risk confiscation of your device.



School Clubs

We offer a range of after school clubs including chess, netball, football, library activities as well as a wide range of curriculum based activities. These activities are open to all students and are a great opportunity to meet other students.

Regular clubs are listed on the school website and you can keep an eye on the screens in school for details of any new clubs. For most clubs, you will need to sign up and commit to attending for at least a term.

Music Instrument Lessons

Through our partners at Northamptonshire Music and Performing Arts trust, we offer a range of lessons on musical instruments including strings, piano, drums, guitar and music technology. See the school website for more information or to sign up.

Trips and Visits

Throughout the year we aim to offer a variety of curriculum based trips for you to opt into.

Over the years, we have offered visits to Stone Computers, Festo, Twycross Zoo and even an annual trip to Comic Con. We also run yearly residentials.

Cycling

You may bring a bicycle or a scooter to school and we highly recommend you wear a helmet. Bicycles and scooters must be left locked in the racks provided. Bicycles and scooters must not be ridden on school site.



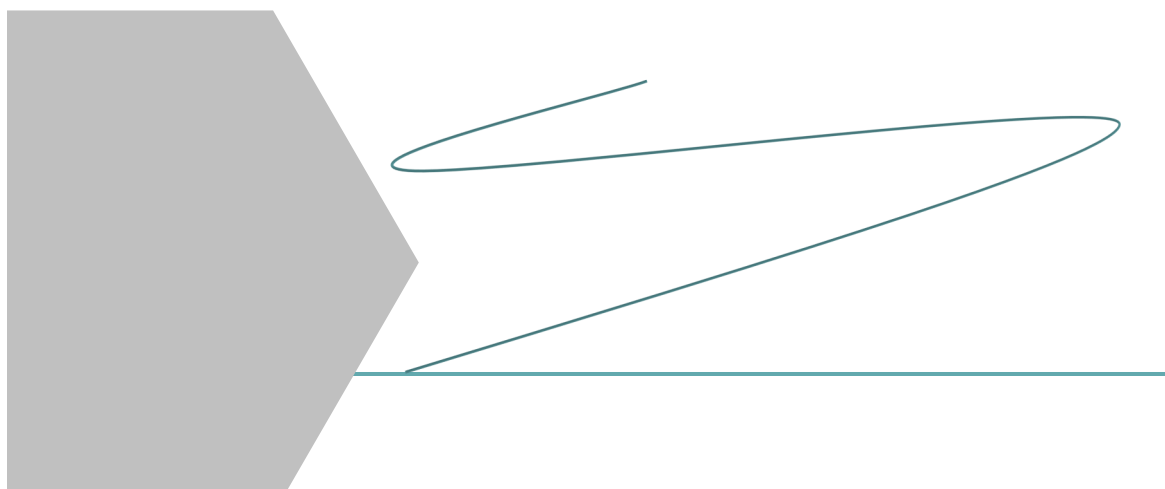


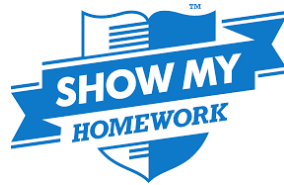
The school uses WisePay for parents to pay for school meals, books purchased from school, music tuition or trips and visits.

You will receive a username and password which is linked to your account that you will need to take home.

Your parents/carers will be able to log into the WisePay website and make any payments to school.

If you are topping up your card for meals from WisePay, please ensure this is done at least 24 hours before you intend to use the money on your card as transactions can be delayed and are not instant.





We know that your parents/carers like to be kept updated on what homework you have been set, that is why we have teamed up with Satchel one: Show My Homework.

This is an online system that allows you and your parents/carers to login and see the tasks that you need to complete, giving full instructions on the task including the deadline.

There is also an app that you or your parents/carers can download onto a smart phone or tablet.

This will help you to stay organised on completing your homework tasks in a timely manner and aids in the management of your homework.

You are given a username and password on your first day at Corby Technical School.



Frequently Asked Questions

What if you are ill?

If you are ill and cannot come into school, then your parents/carers will need to contact the school before 8.15am.

What if you feel ill at school?

If you feel ill at school, then you will need to let your form tutor know that you feel unwell. The school will contact home for you if it is required. You will only be allowed to leave school if a parent/carer can arrange for you to be collected from school.

What happens if you have an appointment during the school day?

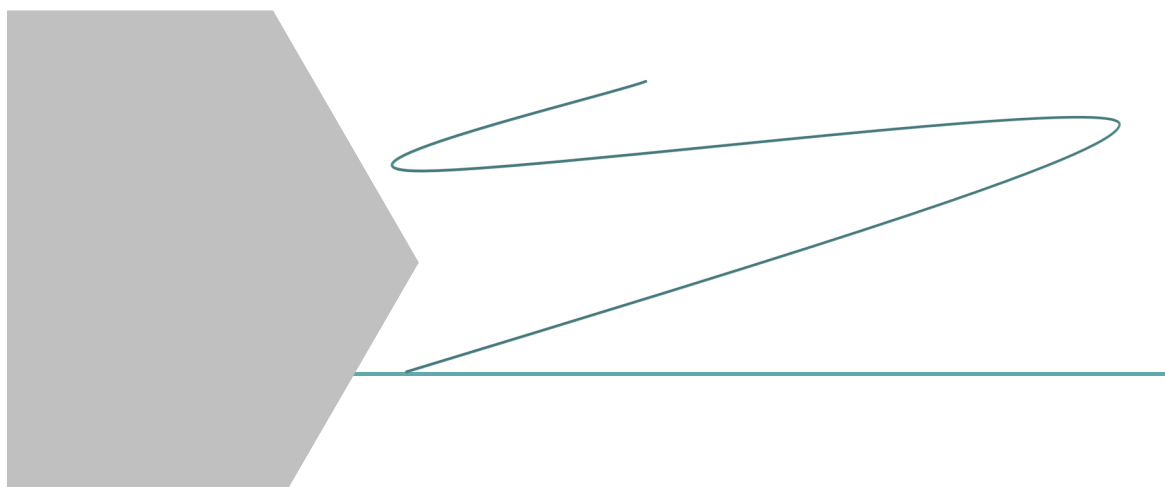
In the first instance, try not to. Where this is unavoidable let both reception and your tutor know, and bring in an appointment slip to reception.

Where is lost property?

If you lose anything, then there is a lost property box where you can check to see if it has been handed in. This is located in the library. Please make sure all uniform and possessions are marked with your name so they can be returned if mislaid.

What happens if I forget my student card?

It is important that you take care to remember your student card as you use it to sign in, it is your library card, allows you to print within school and it is also used to purchase food. If you do, however forget your card, you will need to wait at reception until the school has signed you in.



What happens if I forget my lunch?

If your parent/carer delivers your lunch, it will be available to collect at reception. If you have money on your card, you can purchase lunch from the restaurant.

Will I get a lot of homework?

You are likely to be given some homework to complete each day, but it is up to individual teachers to set homework when they think it is necessary. Homework tasks will be posted on Satchel one: Show My Homework which should be checked daily.

Can mobile phones be used at school?

No, if you choose to bring a mobile phone to school it must be kept switched off and in your locker.

Paracetamol and Other Prescribed Medicines

All medication will be administered in accordance to the Trust's 'Supporting Pupils with Medical Needs in School' policy, a copy of which can be found here:

https://www.brookewestontrust.org/_site/data/files/EC45DA33ABFBED24EB50EC1F18F636E0.pdf

No medication will be administered without prior written consent from a parent/carer.

What bag/coat can I use?

You should have an appropriate school bag to carry your school equipment such as; a pencil case with pens, pencils, ruler, rubber and sharpener, a private reading book and any exercise books you need to take to and from school. Coats, should you wish to wear one, should be appropriate for the time of year. All bags and coats will be stored in your locker during the day and should not be carried from lesson to lesson.



I cannot access online sites, Such as Wisepay / Show My Homework

In the instance that you cannot access one of these sites, please contact your form tutor who can deal with this. If your parents/carers require urgent access to Wisepay to add funds to your account then they should contact the main reception for help and advice.

Asthma

Most of our asthma sufferers attend school as regularly as every other child. It is important that you carry an inhaler if necessary and that we keep a spare inhaler in the first aid room. This should be named and handed to Reception. School is now allowed to keep spares to be used in an emergency. If particular weather or certain activities begin to cause difficulties please tell us right away.

"I've hurt my foot/ankle"

You should make your form tutor aware if you have an injury. Some students might think this is a good reason to wear trainers rather than school shoes, however, this rarely helps the situation therefore, unless a medical professional has told you to wear specific footwear, you do need to wear uniform as usual. If after 24 hours the foot/ankle is still swollen you might need to ask an adult to take you to the doctor or casualty.

Something is bothering me and I don't want to come into school.

There are lots of reasons why you may not be feeling keen to come into school. It may be that there is something that has happened in your family, or perhaps you are anxious about something at school. Sometimes, people just feel down and you might not be sure why. The most important thing is that you talk to someone at school—this might be your Form Tutor, your Head of Year, or one of our welfare team. There are lots of things we can do to support you, but we need to know that you need help first.

My uniform is damaged/unusable

Please make sure you order replacement uniform as soon as you are able to if the uniform needs replacing. Students who are arriving to school in incorrect uniform should have a signed note from their parent/carer with an explanation of why they are in incorrect uniform. In addition to this their tutor should be contacted before the start of the school day as well. Their tutor will give them a slip stating when they will be back in correct uniform. They may call home to confirm this.

