

NEW PARENT INFORMATION

We look forward to welcoming your child to Corby Technical School. There is a great deal of information for you to be aware of. We have included some key information in this document and on our website in the following section:

[corbytechnicalschool.org/parent info/new intake 2020](http://corbytechnicalschool.org/parent%20info/new%20intake%202020)

KEY DATES FOR YEAR 7 PARENTS:

- Monday 6th - Friday 10th July – Online Year 6 transition activities
- **Thursday 3rd September – Year 7 first day at Corby Technical School**
- Wednesday 9th September - Meet the tutor evening (TBC)

SCHOOL COMMUNICATION

Our preferred method of communication for all letters and student reports is via e-mail. Please ensure that we have the correct e-mail for all correspondence. You must inform us if you change your email address as you may miss out on important letters and notices.

When your child begins school your first point of contact for general enquires will be school reception. The telephone number is **01536 213100**. For any other enquiry your child's tutor will be the first point of contact. They will be able to support you with any queries or concerns regarding your child. Please note that tutors are unlikely able to respond immediately as they will be teaching, most enquiries are dealt with at the end of the school day. If you had a more urgent enquiry then please contact school reception to let them know and a member of staff will be in contact.

STUDENT DATA COLLECTION

It is essential that we hold accurate data for your child. If you have not already completed the online data form please ask at reception for the link. We ask all parents to inform us immediately if there are any changes to the information sought on our data collection form and will usually print the information for you to check on 'meet the tutor' evenings.

Please provide a minimum of three emergency contacts, including the name and as many contact numbers as possible (Mobile, Work, Home). There is space provided on the back of the data form for additional contacts.

Dietary information includes vegetarian / vegan / religious preferences as well as allergies.

Some data we collect is optional and is used to provide data to the government in our termly census returns. This includes ethnicity, religious and language information.

PAYING FOR SCHOOL MEALS/TRIPS

The school operates a cashless system and we prefer that all transactions are carried out using our online system for payment – Wisepay. This system is used to pay for all purchases within school including, school meals, stationary, books, school performances and trips. The Wisepay meals account is linked to our catering system. When your child makes a purchase from the restaurant their meal account is automatically deducted. Please ensure your child's account is topped up with sufficient funds as it can be embarrassing and upsetting for both the student and the staff if there are insufficient funds when they arrive at the till with their items and we do not accept cash at the till. Students who are eligible for free school meals will automatically have their account topped up daily with sufficient funds to cover the largest meal option. **You can expect to receive details of your Wisepay log in and a helpful user guide in the weeks before the start of term.**

ORDERING SCHOOL UNIFORM

Corby Technical School has very high standards of uniform. If buying new, the following items of uniform should be purchased via our uniform supplier, [KS Schoolwear](#):

School blazer with logo.
PE sports top with logo.

PE polo top with logo.
School tie.

It is perfectly acceptable to reuse good quality uniform from previous students or siblings.

Other items may be purchased from retail shops but must conform to our expectations. Click on this link for details of our [uniform expectations](#). Many retail outlets have garments within their school uniform section that are not suitable for school. In order to assist parents/carers with purchasing uniform we have put some guidance on our web-site and we have created a shoe gallery showing suitable school footwear. Ideally you should order your school uniform from Karl Sports before mid-July to guarantee receipt before the start of the new term.

FAQ - "What do I do if my child's uniform doesn't arrive on time or is damaged/unusable?"

Please make sure you place your order for new or replacement uniform with plenty of time. We understand why parents do not want to buy uniform too early but our suppliers are often overburdened when parents leave it until late in the summer holiday. Students who are arriving to school with incorrect uniform should have a signed note from their Parent/Carer with an explanation. In addition to this their tutor should be contacted before the start of the school day as well. Your child may be challenged about wearing incorrect uniform if we are not informed before they arrive.

MEDICAL NEEDS

Many school-age children have medical needs. Our school will support those needs. Please ensure that you have completed the relevant section of the student data form to ensure that we have those needs recorded and inform us if the needs of your child have changed. If you would like to further discuss your child's medical needs please contact school reception and a member of our student care team will call you back.

Asthma - Most of our asthma sufferers attend school as regularly as every other child. It is important that your child carries an inhaler if necessary and that we keep a spare inhaler in the first aid room. This should be named and handed to school 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.

Paracetamol and other prescribed medications - 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.

FAQ - "What do I do if my child is unwell?"

Please make sure you call reception by 8.15am to let us know that your child is unwell. If you are unsure as to how unwell your child is then you can send them to school and contact us so that we can support your child during the school day if necessary.

FAQ - "What happens if my child is unwell during the school day?"

Students do occasionally feel unwell during the school day. Depending on the circumstances, sometimes we will offer a child a rest and a drink of water to determine if they are able to continue in school. If this is the case and a child returns to lessons we record it but may not always call home. If, however, we feel a child is too unwell to remain in school, we will contact you or another nominated emergency contact to collect your child. Please note that we will not allow children to leave school to make their own way home if they feel unwell.

FAQ - "My child has broken their arm/leg playing sport at the weekend, what do I do?"

Broken bones are dealt with very effectively by our local hospitals. If your child injures themselves please contact the school so that we can support your child in school. We can carry out a risk assessment and make any necessary changes to help your child stay in school.

ATTENDANCE & PUNCTUALITY

Students are expected to have excellent attendance of at least 97%. If your child is absent for any reason please ring school on 01536 213100 before 8:15am on the morning of the absence. If an illness lasts for more than one day please contact school again on each day of absence.

Long absences may occur due to chronic illness or medical procedures. Our aim is to work with your GP and consultant to make sure this does as little damage as possible to your child's education. Keep in touch by ringing/writing to your child's Tutor or our Attendance and Welfare Officer. Some consultants send copies of letters/progress reports to us as a matter of course - this really helps.

The school does not expect family holidays to be taken during our term-time. These will not be authorised and a penalty notice will be issued by the Local Authority.

Students must arrive to school 10 minutes before lessons commence. Your child will need to ensure they have collected all items from their locker before making their way to class. If your child is late for school this will disrupt the learning of others and make for a very stressful start. Please support your child by ensuring they are on time for school. If your child is late you will receive a text message informing you of this.

HOMEWORK

All parents/carers and students will have access to a platform called 'Show My Homework'. Login details will be sent home when your child joins us in September.

SWIPE CARDS

Students will be issued with a swipe card. This is an essential piece of equipment and your child is expected to bring it to school every day, including non-uniform days. The card allows the student access to school and marks their attendance when they swipe into school. It is linked to their Wisepay meal account and allows them to make purchases from the restaurant as well as allowing them access to print documents and borrow books from the library.

If your child loses or damages their swipe card a replacement will need to be purchased at a cost of £2.

SCHOOL MEALS

At Corby Technical School we strive to provide our students with a healthy choice of meals every day. We have a morning breakfast break and a 30 minute lunch break early afternoon. Students can choose from a variety of hot and cold food with variable sizing and pricing options to meet everyone's appetite. Students who choose not to purchase meals at school are welcome to bring a packed lunch and join their friends in the restaurant.

It is essential you keep us informed of your child's dietary needs and food allergies particularly if they purchase school meals or are in receipt of free school meals. With the correct information we can cater for most

LOCKERS

Each student is allocated a locker near their Tutor group room. This is where they should store any bags, books, PE kit, trainers and coats. Students are expected to provide a padlock to secure their locker, spare keys can be given to their form tutor for safe keeping. If a student loses all their keys, we can help them gain access to their locker. Replacement padlocks are available to purchase at student reception; however, we do not have enough stock to supply the whole

student body on the first day. We recommend you purchase one before school starts and give it to your child to bring in on their first day.

EQUIPMENT

Your child will be expected to provide a few items of personal stationary. Under current regulations schools are required to minimise the use of shared equipment wherever possible.

- Pens and pencils – please ensure your child has more than one pen
- Ruler
- Eraser
- Calculator – Students do not require a scientific calculator in Year 7 but will require one for Year 8

ACTIVITY WEEK

In previous years, all year 7 students experience activity week at the end of Term 1. This is often a good time for new students to bond with their tutor group and make new friends. Activities have included a trip to Rutland Water, cinema trip, swimming as well as a host of activities in school. The cost of this week is usually £50 and full payment must be made before students are permitted to attend. This year is a little different and we will advise you in due course if activity week will be taking place.

OTHER PARENTS/CARERS FREQUENTLY ASKED QUESTIONS

Below are a series of questions frequently asked by parent with students who are new to our school.

“Can my child bring their phone to school to contact me?”

At Corby Technical School, we operate a no phones policy. We would prefer you child does not bring their phone into school and cannot accept any responsibility if their phone is lost or damaged. If you child feels they needs to contact you for any reason they should find their tutor who will contact you if they deem it necessary. If you child needs to bring their phone into school for any reason, it should be turned off and stored in their lockers which should be locked.

“I cannot access online parent/carers sites, such as wise pay / Show my homework, please can you help?”

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

“What bag/coat can my child use?”

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

HANDY CHECKLIST

Forms / Information to return to school by Friday 17th July 2020:

- Data collection sheet has been completed online.
- Home school agreement has been read and consent form completed online.
- Media and photo consent form has been read and consent form completed online.
- Trips and visits permission form has been read and consent form completed online.

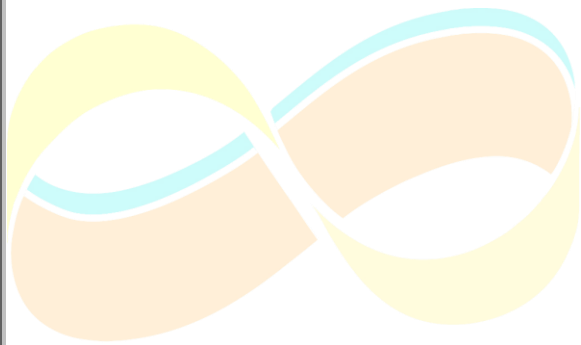
Home school communication form has been read and consent form completed online.

Other administration:

School uniform has been ordered directly with KS Schoolwear by mid-July.

Wisepay account details received and meal account topped up before September.

Padlock and stationary purchased.



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