

Year 7 Admission Information Pack for Transition to Workington Academy



WORKINGTON ACADEMY



Respect, Responsibility, Resilience

Dear Year 6 students, parents and carers,

Team Year 7 2026-27 - Admission Information Pack

Please find enclosed our Year 7 Workington Academy Admission Information Pack, which we hope you will find useful in helping you to prepare for your transition to Workington Academy.

In this pack you will find lots of information in regard to uniform, equipment, term dates, timings of the school day, the Year 7 curriculum, catering information, as well as some links to Cumbria County Council documents such as Free School Meals and Home to School Transport information.

We hope that the information that we have included will go some way towards answering the many questions on these key topics that you may have.

You can also find further information that will support your child's transfer and transition to Workington Academy on our dedicated Transition Website section, which can be found here;

<https://www.workingtonacademy.org/primaryzone/postadmission/>

Please do also keep an eye on our Workington Academy social media pages and website that are updated regularly and contain lots of information about our Academy for you. Find us on Facebook, Instagram, X, YouTube and Linked In.

We are very excited that you are going to be joining 'Team Year 7' at Workington Academy 2026-27 and that you are all soon going to become part of our Workington Academy family.

If you do have any questions or queries at any time – please do not hesitate to contact me at gditchburn@workingtonacademy.org or contact the Year 7 Team at teamyear7@workingtonacademy.org

Kind regards,



Miss GDitchburn
Y7 Director of Learning

Year 7 Admission Information Pack for Transition to Workington Academy

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<i>*Applications can now be made online directly to Cumbria County Council</i>	

If you have any further questions related to any information within this pack or if you have any further questions regarding your child's transition to Workington Academy, please do not hesitate to contact us at

Teamyear7@workingtonacademy.org



Year 6-7 Transition Timeline 2026

June 2026

- Welcome information sent out to all students, parents / carers
- All Admission paperwork, including our online admission form, student profile questionnaire and Team Year 7 videos and photos should have been returned to Workington Academy prior to Tutor Meeting Day on 26TH June

June 2026

- **Close liaison** continues between Workington Academy and all primary schools, including handover meetings, visits and contact made with all Primary Schools
- **Year 7 Information Evening – Wednesday 11 June** – familiarisation event for parents/carers and students – meet key staff, find out lots of essential information, opportunities to ask questions about transfer to Workington Academy.
- **Year 7 Information Pack** – QR link available at Information Evening, (also available on the Year 7 Transition Website).
- **Transition and Familiarisation website** pages launched and updated regularly.
- **Form Tutors and Form Groups Assigned** -students will receive a letter detailing this.
- **Friday 27th June – Tutor Meeting Day** – An opportunity to meet your new Form Tutor and Key Staff.
- **Bespoke meetings / transition** to enable appropriate planning for SEND and Medical needs

July 2026

- **Thursday 3rd July – Team Year 7 Transition Day** – Spend the day in your new Form Group completing a range of team building activities.

Thursday 3 September 2026

Start of Autumn Term – First Day at Workington Academy

Students meet in the main hall at 8.30am

Upcoming Autumn Term Events:

- **Year 7 Team Building Day** – Derwentwater, Keswick – Autumn Term 2026
- **Year 7 'Settling in' Evening** – Autumn Term 2026

Senior Staff and Key Staff Involved in Year 7 at Workington Academy



Mr Bedford
Executive Headteacher



Mr Simpson
Head of School



Mr Hendren
Deputy Headteacher



Mrs Kinrade
Assistant Headteacher &
Designated Safeguarding &
SEND Lead



Miss Relp
Assistant Headteacher



Miss Ditchburn
Director of Learning –
Year 7



Mrs Robertson
Year Group Manager
– Year 7



Deputy Director of Learning
– Year 7
TBC

Term Dates

Academic Year 2026 – 2027

Autumn Term	
INSET days	Tuesday 1st and Wednesday 2nd 2026
Autumn term begins	Thursday 3rd September 2026
Half term	Monday 26th October – Friday 30th October 2026
Autumn term ends	Friday 18 th December 2026
Spring Term	
Spring term begins	Monday 4 th January 2027
Half term	Monday 15 February – Friday 19 th February 2027
Spring term ends	Thursday 25th March 2027
Summer Term	
Summer term begins	Monday 12th April 2027
Bank holiday	Monday 3rd May 2027
Half term	Monday 31st May – Friday 4th June 2027
Summer term ends	Friday 16th July 2027

Year 7 school Day Timings (subject to change Sep 26)

Activity	Timing*
All students need to be on site	8.30am
Start of School	8.35am
Form time and Assembly	8:35am – 9.00am
Travel	9.00am – 9.02am
Lesson 1	9.02am – 10.02am
Travel	9.02am – 9.04am
Lesson 2	10.04am – 11.04am
Break	11:04am – 11.21am
Travel	11:21am – 11:23am
Lesson 3	11:23am – 12:23pm
Travel	12:23pm – 12:25pm
Lesson 4	12:25pm – 1:25pm
Lunch (40 mins)	1:25pm – 2:03pm
Travel	2:03pm -2:05pm
Lesson 5	2:05pm – 3:05pm
End of School	3.05pm

Students are expected to be on site and arrive at their designated form room at 8.30am.

Students who are not in school and in their form room by 8.35am will be classed as late.

- In addition to the typical school day outlined above - Extra-Curricular Clubs take place before school, during lunch time and after school.

These will be publicised in September and throughout the academic year.

Example Year 7 Timetable

When you start at Workington Academy, you will receive your own personalised study timetable.

Example Year 7 Timetable below: Timings subject to change SEP 26

	Monday	Tuesday	Wednesday	Thursday	Friday
Assembly / Form Time (8.35am – 9.00am)					
Period 1 – 9.02am – 10.02am	Physical Education	Science	English	Maths	Science
Period 2 – 10.04am – 11.04am	English	French / German	Maths	English	History
Break (11.04 – 11.21am)					
Period 3 – 11.23am – 12.23pm	Maths	Technology	Geography	Personal Development / RE	English
Period 4 – 12.25pm - 1.25pm	Science	Maths	Computing	Geography	French / German
Lunch (1.25pm – 2.03pm)					
Period 5 – 2.05pm – 3.05pm	History	Music / Drama	Art	Physical Education	Technology

*Please note that for the first week of the school year – Year 7 students will finish Period 3 and go to the dining hall for early lunch.

Year 7 Curriculum



In Year 7, students will study the following subjects across a one-week timetable, made up of 25 one hour lessons per week:

Subject	Lessons per week:
Art	1
Computing	1
Design and Technology	2
English	4
Geography	2
History	2
Languages (French or German)	2
Maths	4
Performing Arts (Encompassing Music and Drama)	1
Physical Education	2
Religion, Philosophy and Ethics (RPE)	1
Science	3
Total	25

Extra-Curricular Opportunities



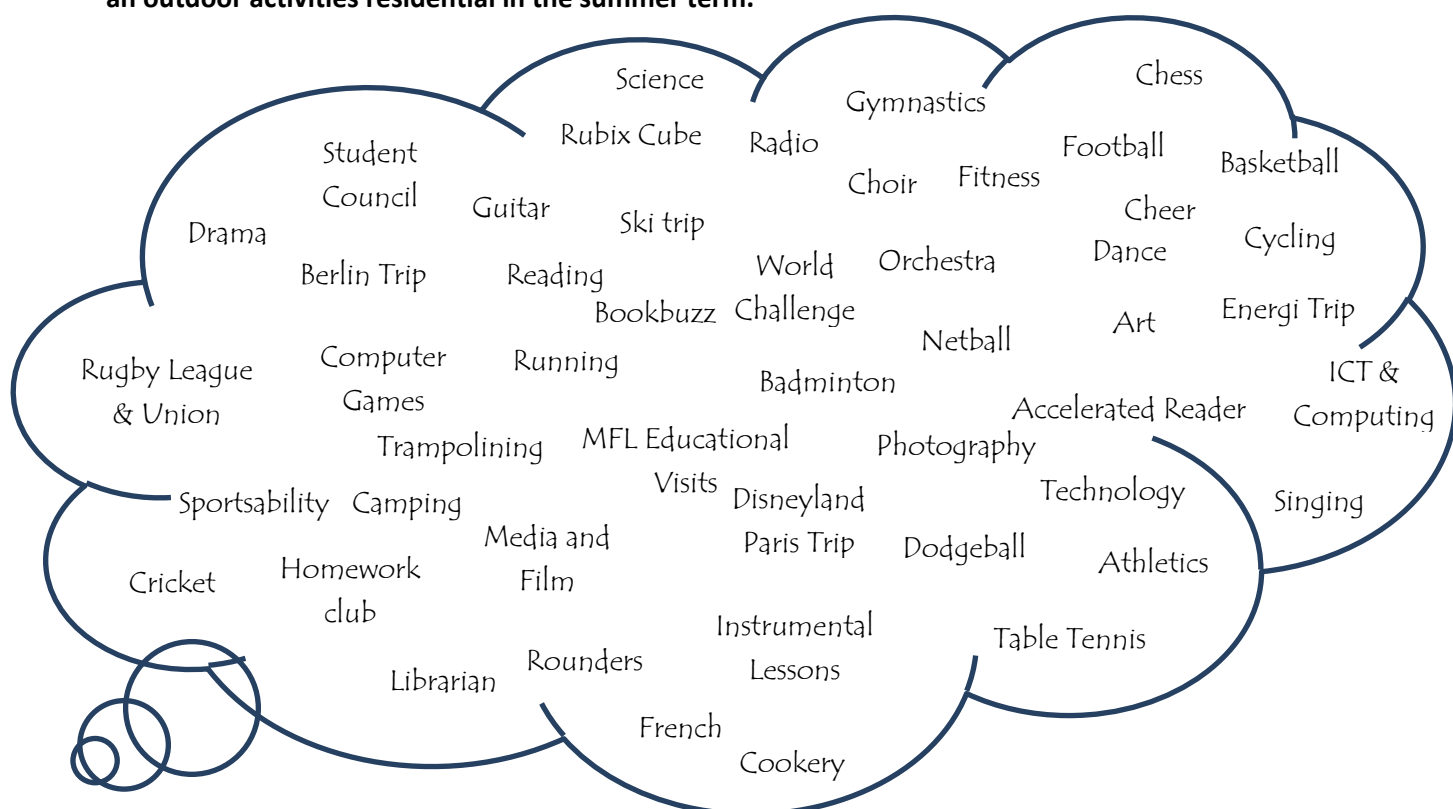
**WORKINGTON
ACADEMY**

At Workington Academy we believe that what goes on outside of the classroom is just as important as what goes on inside it. We pride ourselves on offering a broad range of extra-curricular opportunities for all students to get involved in and to broaden their mind sets outside of lessons.

We offer a wide range of opportunities for all of our students to get involved in, both in and out of school. These include a wide range of **sports clubs, sporting visits and links to community clubs** and specialist coaches. Along with **arts, music, science, ICT and radio, educational visits** within the UK and abroad.

We also believe that it is important to empower our academy community and to give students of all ages the opportunity to become part of the **Workington Academy Student Council** and to get involved in **charity, fundraising and sponsorship events**. We have a social and competitive '**Inter-Form**' structure, which enables students to feel a sense of belonging within the academy and to represent, compete and contribute towards their form group in a variety of different disciplines.

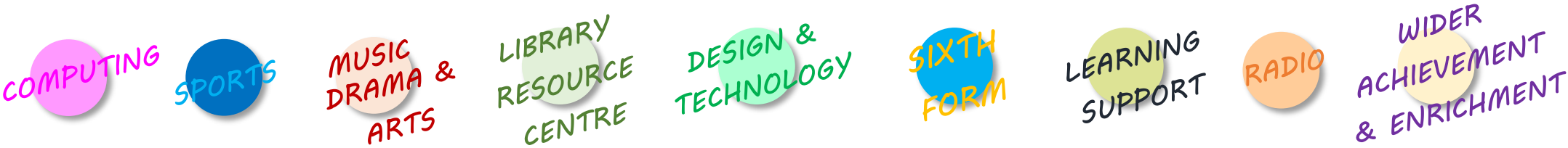
We also offer specific Year 7 events and activities throughout the year, including a team-building day on the shores of Derwentwater, Keswick in the Autumn term, discos, social events and an outdoor activities residential in the summer term.





WA Spring Enrichment Programme

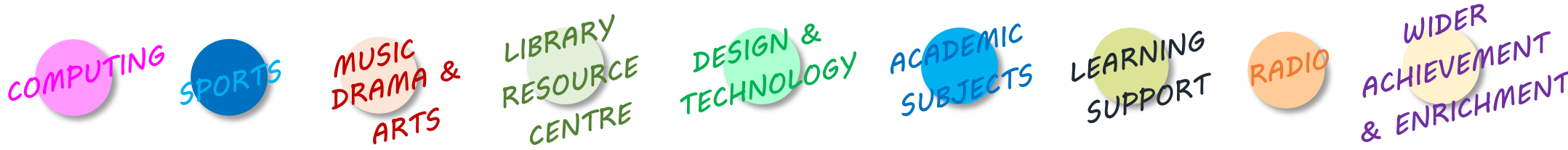




	Before School / Registration	Break / Lunch Time	After School
Monday		Football (Year 8/9) Astro MHO Chess Club (All Year) Library EDO GCSE Art Club (GCSE students) RG055 AMU	Trampolining (Year 7/8 15.05-16.05. 9, 10 & 11 16.05-17.05) Limited places please sign up, do not just turn up. Activity Studio Trampoline coach Dodgeball (Yr7-11) Sportshall BWI (When there's no staff meetings) Movie club (All years SEN E or K) LS area floor 2 DNI Staff CPD meetings
Tuesday	Positive lifestyle choices (selected Yr 9 students) G051 EMA	Football (Year 7/10) Astro MHO Choir (Yr 8,9,Post 16) Music Room Mrs Humes Lunch A Choir (Yr 7, 10, 11) Drama Room Mrs Humes Lunch B Chess Club (All Year) Library EDO GCSE Art Club (GCSE students) RG055 AMU	Trampolining (Year 7/8 15.05-16.05. 9, 10 & 11 16.05-17.05) Limited places please sign up, do not just turn up. Activity Studio Trampoline coach Netball (All years) Sportshall LWT/AHB Boys Football (Yr 8-9) Astro ABR Orchestra Practice (All Years) Music Rooms Mrs Humes Learning Support Homework Club (All Years SEN E or K) LS area Floor 2
Wednesday	Marshalls Magic (Yr 8) Sportshall EMA	Football (Year 10/11) Astro DSE Chess Club (All Year) Library EDO Ukelele (Yr 8-9) G061 LDL Lunch A	Badminton (All years) Sportshall BWI Girls Rugby (All years) Field LWT/DSE Interform Football (All Years) Astro EMA Boys Rugby (Yr8-9) Field ECR History Minecraft Club (Yr 7-9) 1007 NWI Art Club (Yr 10 Art/Photography students) R1001 JKI
Thursday		Football (Year 8/9) Astro MHO Chess Club (All Year) Library EDO GCSE Art Club (GCSE students) RG055 AMU	Basketball (All Years) Sportshall BWI Boys Football (Yr 7) Astro MHO Eco-Committee (All Yr's) Pod 4 GDO/JBN SENSational singers (All Years SEN E or K) LS area floor 2 DNI Radio Club (Post 16) 1042 AWI (Limited Numbers) DT Textiles coursework catch up (GCSE students) 1004 CCA Homework/Chess Club (All Year) Library EDO
Friday	Samba Band (Yr 7) Music Room Mr Kelly	Football (Year 7/11) Astro DSE Chess Club (All Year) Library EDO	Radio Club (Post 16) 1042 AWI (Limited Numbers) Staff V Sixth Form Football (Yr12-13) Astro
Other Opportunities	Free Small Group and Individual Instrumental Lessons available - Violin, Flute, Oboe, Saxophone, Piano, Singing, Guitar, Bass Guitar, Drums, Ukulele (Individual Timetables Distributed). Fell Walking Club - Different Lake District Fell Walks and Expeditions - once every Half Term - Smaller fells during the evening Longer ones at Weekends - See Mr Hartley Workington Academy Student Council There are also many educational visits and rewards trips that you can get involved in. Information regarding these will be communicated when appropriate. Sixth Form Enrichment opportunities Form Prefect, in lesson support, library prefect, reading prefect, sports coach, student mentor, subject prefect.		



	Before School / Registration	Break / Lunch Time	After School
Monday	Marshall's Magic (Year 7 girls, selected group) PE area EMA	Chess Club (All Years) Library EDO	Staff CPD meetings Art Club (GCSE Yr10) Lunch B RG055 AMU Craft Club (All year groups) LS area floor 2 (Starts after May half-term)
Tuesday	Marshall's Magic (Year 7 boys, selected group) PE area EMA		Learning Support Homework Club (7, 8, 9, 10 & 11 SEN E or K) LS area floor 2 SPA/LMC Art Club (GCSE Yr10) Lunch B RG055 AMU Rounders (All years) Outside EMA Basketball (All years) Courts BWI
Wednesday			History Minecraft Club (Year 7, 8 & 9) 1007 NWI Athletics (All years) Outside All PE Staff
Thursday			Cricket (All years) Outside BWI Darts (All years) Main Hall ABR (Starts after half-term) Radio Club (Year 12 & 13, limited numbers) 1042 AWN Sensational singers (All Years Sen E or K) LS are floor 2 SEND Staff Eco-Committee (All Years) Pod 4 GDO
Friday		Digital Workshop (KS3 targeted but all welcome) 1007 IDO	Radio Club (KS3/4, No Space) 1042 AWN Art Club (GCSE Yr10) Lunch B RG055 AMU Staff V Sixth Form Football (Year 12 & 13) Astro
Other Opportunities	Free Small Group and Individual Instrumental Lessons available - Violin, Flute, Oboe, Saxophone, Piano, Singing, Guitar, Bass Guitar, Drums, Ukulele (Individual Timetables Distributed) - Please see Art/Music Department if you are interested. Art Homework Club - Key Stage 3, Most days speak to your teacher as these can change, Art Staff. Fell Walking Club - Different Lake District Fell Walks and Expeditions - once every Half Term - Smaller fells during the evening Longer ones at Weekends - See Mr Hartley Workington Academy Student Council There are also many educational visits and rewards trips that you can get involved in. Information regarding these will be communicated when appropriate. Year 11/13 - Please see year group and subject offices and classrooms for details and list of tutoring/intervention groups.		



	Before School / Registration	Break / Lunch Time	After School
Monday		Football (Year 8/9) Astro MHO Chess Club (All Year) Library EDO GCSE Art Club (GCSE students) RG055 AMU	Trampolining (Year 7/8 15.05-16.05. 9, 10 & 11 16.05-17.05) Limited places please sign up, do not just turn up. Activity Studio Trampoline coach Staff CPD meetings
Tuesday	Marshalls Magic (Yr 8) Sportshall EMA	Football (Year 7/10) Astro MHO Choir (Yr 8,9,Post 16) Music Room Mrs Humes Lunch A Choir (Yr 7, 10, 11) Drama Room Mrs Humes Lunch B Chess Club (All Year) Library EDO GCSE Art Club (GCSE students) RG055 AMU	Trampolining (Year 7/8 15.05-16.05. 9, 10 & 11 16.05-17.05) Limited places please sign up, do not just turn up. Activity Studio Trampoline coach Boys Rugby (Yr 7) Field DSE Netball (Yr 7-8) Sportshall/Courts LWT/AHB Boys Football (Yr 8-9) Astro ABR Dance Live (Yr 7-10 + 12) Drama Room AHO Please sign up Orchestra Practice (All Years) Music Rooms Mrs Humes Learning Support Homework Club (All Years SEN E or K) LS area Floor 2
Wednesday	Marshalls Magic (Yr 8) Sportshall EMA	Football (Year 10/11) Astro DSE Chess Club (All Year) Library EDO	Duke of Edinburgh (Yr 10/Sixth Form) KFL Rugby (Yr 8-9) Field ECR Girls Football (Yr 7-9) Astro EMA Basketball (Yr 7-9) Sportshall BWI Musical Theatre Club (All Years) Drama Room EHO History Minecraft Club (Yr 7-9) 1007 NWI Art Club (Yr 10 Art/Photography students) R1001 JKI 3D Printing for beginners (Yr 7-8) RG006 BST (Limited Numbers) Chess Club (All Year) Library EDO
Thursday		Football (Year 8/9) Astro MHO Chess Club (All Year) Library EDO GCSE Art Club (GCSE students) RG055 AMU	Basketball (Yr 10-11) Sportshall BWI Netball (Yr 9-10) Sportshall LWT/AHB Boys Football (Yr 7/10/11) Astro DSE/MHO Eco-Committee (All Yr's) Pod 4 GDO/JBN Musical Theatre Club (All Years) Drama Room EHO Learning Support Homework Club (All Years SEN E or K) LS area Floor 2 Radio Club (Post 16) 1042 AWI (Limited Numbers) DT Textiles coursework catch up (GCSE students) 1004 CCA
Friday	Samba Band (Yr 7) Music Room Mr Kelly	Football (Year 7/11) Astro DSE Chess Club (All Year) Library EDO	Radio Club (Post 16) 1042 AWI (Limited Numbers) Staff V Sixth Form Football (Yr12-13) Astro
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School Attendance and the Law

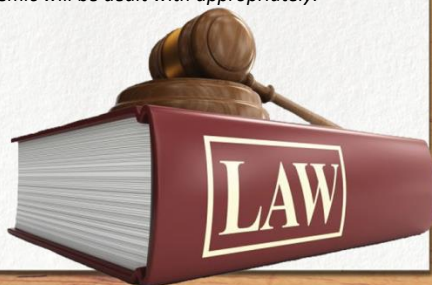
Regular attendance at school is important. Failing to attend school regularly can have a major impact on a child's education, attainment, their future and their life chances. Regular attendance means attending school every day, arriving at school on time and attending every lesson.

It is the parents'/carers' legal responsibility to ensure that their child attends school regularly.

Under section 444 of the Education Act 1996, parents and carers have a duty to make sure that their children attend school regularly. Parents/Carers who fail to ensure that their children attend school regularly, without good reason could:

- Receive a Penalty Notice Fine of £60 per parent, per child.
- Be prosecuted in the Magistrate's Court and be fined up to £1000.
- In more serious offences, they could be fined up to £2500 or face imprisonment.

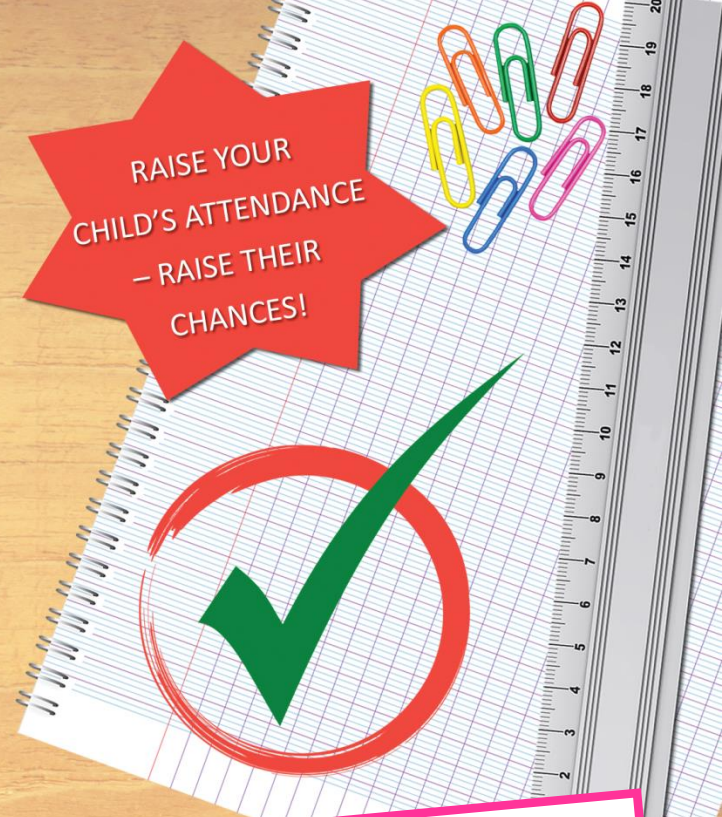
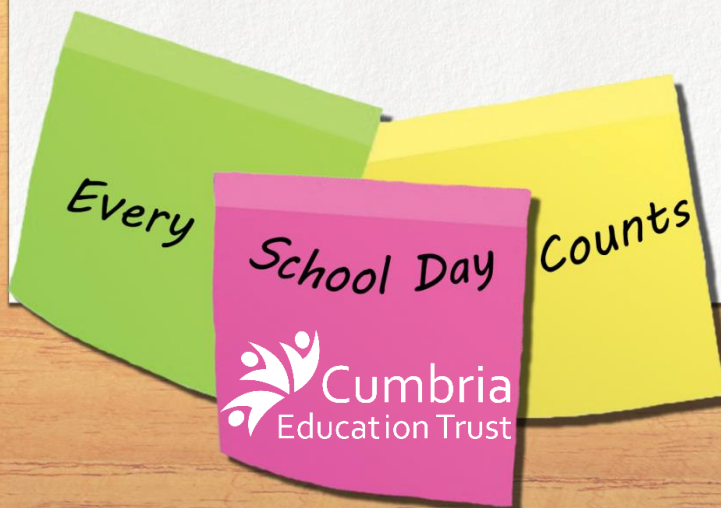
**Please be assured that absence due to exceptional medical circumstances and the current COVID-19 pandemic will be dealt with appropriately.*



If your child is absent from school:

1. On the first day of absence you should call the school as early as possible, before 9.00am on **Tel: 01900 873926**. Please give your child's name, form group and reason for absence.
2. You must do this **daily**, for each day that your child is absent.
3. A note must be sent to your child's Form Tutor on their return to school, along with any medical evidence.
4. If your child is not in registration and we have not heard from you, we will try to contact you. We will ask you to contact us with a reason for absence. Where appropriate we will conduct a home visit.
5. If the school is not satisfied with the reason given for absence or no reason is forthcoming the absence will be recorded as unauthorised.

The Local Authority will be notified of any students who have a high number of unauthorised absences.



Workington Academy



Information for Year 7 Parents and Carers

Why does attendance matter?

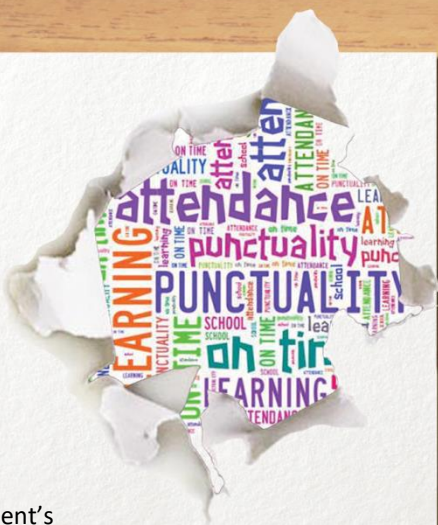
Workington Academy is committed to encouraging and developing every student's academic and personal development through regular attendance. Regular attendance at school is vital to help students:

- Achieve potential and fulfil aspirations
- Learn new things and develop life skills
- Increase confidence and self esteem
- Improve social skills

There is a strong link between good school attendance and achieving academic potential and positive exam results. Good attendance at school also shows potential employers that a young person is reliable.

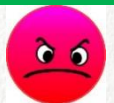
What is Good Attendance?

Workington Academy's expectation is for every student to achieve at least 97% attendance. We are here to support you and work with you to help your son/daughter.



attendance
punctuality
school
Learning
on time



RED		Below 94%
AMBER		94%-96.9%
GREEN		97% and above

90% may sound good but, in fact, 90% attendance means a student is absent from school for the equivalent of one half day every week. Over the academic year this equates to **FOUR** whole weeks.

90% attendance is also the Government measure for Persistent absence. If your child's attendance drops below 90%, they are at risk of Local Authority intervention.

It is vital that students do not put themselves at a disadvantage within school, by having poor attendance, which can have a huge negative impact on their development, progress and achievement of potential. Often low attendance contributes to poor exam results.

When your child is absent:

By law, schools must record absences and the reasons given. School absence falls into one of two categories:

- **Authorised** (those which schools can give you permission for, i.e. illness, emergency hospital/dental treatment appointment for the student, religious observance, death of a close relative. In some circumstances the school may request verification is provided such as a medical certificate.
- **Unauthorised** (oversleeping/missing the bus, holidays, birthday treats, non-urgent check-ups with G.P. or dental practice, looking after other children etc.)

Only the Headteacher can officially authorise an absence. Parents should provide reasons for absences and the school will decide on authorisation according to Government Guidelines.

Holidays should only be taken during the school holiday period. Fines may be issued for any unauthorised holidays taken in term time.

PLEASE CONTACT THE YEAR 7 YEAR GROUP TEAM IF YOU ARE CONCERNED OR NEED HELP WITH YOUR SON/DAUGHTER'S WELFARE OR ATTENDANCE.



Student Leave of Absence Request Form

Dear Parents/Carers,

The law does not grant parents an automatic right to take their child out of school during term time.

The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

At Workington Academy, whilst acknowledging that each family's circumstances are different, we are dedicated to the education of all our pupils and it is proven that regular attendance at school is essential to success.

Every day and every lesson count. There is absolutely no substitute for high quality lessons taught by subject specialists. As you are aware, any absence from school will disrupt your child's learning. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in the class. This is something we all have a responsibility to avoid.

You need to request a leave of absence by completing the form on the reverse of this letter. If the holiday is not considered to be an exceptional circumstance, and you choose to ignore this and take your child out of school for the leave of absence, this **will be recorded as unauthorised leave**.

All unauthorised absences, including holidays that have not been sanctioned by the Headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

All leave of absence requests must be completed on the form overleaf. Letters will not be accepted. This form should be returned to the school at least 7 days before the start of the holiday.

All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise your request, the following will be considered: -

- Reasons given for the holiday / absence;
- Any holiday absence in previous academic years (authorised or unauthorised)
- Your child's current and previous attendance record; this includes attendance in the current academic year - which should be over 97% - as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations/submission deadlines (or preparation for these)
- Whether your child is making good progress.

It is essential that you take all of the information above into consideration when planning a holiday or absence in term-time.

Yours sincerely



Mr M Bedford
Executive Headteacher

WORKINGTON ACADEMY

Stainburn Road,
Workington
Cumbria
CA14 4EB

T: 01900 873926
E: office@workingtonacademy.org
W: www.workingtonacademy.org

Mr M Bedford
Head of School
"Be The Best You Can Be"



Student Name _____

Form Group _____

Dates of Absence Requested;

Date of first day of absence am or pm

Date of return to school am or pm

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence

Names of other school aged children that this request is being made for	School Attended

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within 21 days and £120 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Ms/Miss Forename.....

Surname

Dr/Mr/Mrs/Ms/Miss Forename.....

Surname

Signed: Date:

**Please ensure you are giving at least 7 days' notice for the proposed absence.
Retrospective applications cannot be authorised.**

UNIFORM POLICY

WORKINGTON ACADEMY

2026/2027

Ratified by:	Local Advisory Board
Signature:	
Date:	

Committee Responsible:	LAB
Author:	Deputy Headteacher
Date to be Reviewed:	Annually – June 2026
Version Number:	03

Version	Date	Comments	Author
02	01.09.20	Updates to PE kit	BHE
03	01.09.25	Updates to PE kit and compulsory uniform items in line with Children's Wellbeing and Schools Bill in England	BHE
04			

At Workington Academy, we believe that high standards in uniform are essential to maintaining the overall ethos and expectations of our school community. A consistent approach to uniform reinforces our values and contributes to a positive learning environment. It is the shared responsibility of students, parents, carers, and staff to always uphold these standards.

Our uniform policy is clear and non-negotiable. When students do not adhere to the uniform expectations, it can negatively impact the standards and culture across the Academy. Wearing the correct uniform is not only a matter of school pride but also a way of preparing students for the professional expectations of the wider world.

We ask that parents and carers demonstrate planning, foresight, and support when selecting uniform items, including footwear, for their children.

Students are responsible for their own possessions. Expensive or sentimental items, including jewellery and mobile phones, should not be brought into school. All uniform and PE kit must be clearly labelled with the student's name and form.

Lockers are available and should be used to store belongings securely when not in use. **The Academy cannot accept responsibility for the loss, theft, or damage of any personal items brought onto school premises**

Uniform Requirements (Years 7–11)

Most of the items below can be purchased from 'high street shops' and their websites however branded items can only be purchased from our uniform suppliers, SWI (<https://www.swischoolwear.co.uk/workington-academy-cu-0005005?>). To support Parents and Carers with the overall cost of purchasing uniform the number of compulsory branded items is limited to 4, including an Academy tie.

Compulsory items

- **Workington Academy clip-on tie** in turquoise, pink, and black stripes.
- **Workington Academy blazer.**
- **Plain white blouse or shirt**, long or short-sleeved, worn tucked in with the top button fastened.
- **Plain black trousers** (See examples and non-examples in appendix 1)
 - Trousers must have a zip and button, made from cotton, terylene, or a wool blend. *Cords, denim, tight-fitting trousers, and lycra-style leggings are not permitted.*
- **Black socks only.**
- **Footwear** (See examples and non-examples in appendix 1)
 - All students are expected to wear formal black shoes unless they require medical exemption
 - Footwear must be strong, comfortable, and plain in style to support walking, stair climbing, and time spent in labs and workshops.
 - *Inappropriate footwear includes:*
 - Trainers and sports shoes (e.g. Converse, Nike, Adidas, Lonsdale, etc.)
 - Leather-style trainers, boots, canvas or suede shoes, and high heels
 - Non-branded footwear resembling leather trainers, including those with low lacing, metal eyelets, rounded toes, and thick rubber soles
 - **Boots and high tops** are not permitted.
 - **Trainers** are only allowed during PE lessons.
- **Outerwear:**
 - A plain anorak or coat may be worn in colder weather to maintain a smart appearance during travel to and from school or on school outings.
 - *Outdoor coats, hoodies, or jackets must not be worn inside the building and should be stored in lockers or bags.*

Optional Uniform Items

- **Workington Academy skirt** with logo (22" or 24" length only).
 - No other skirt is permitted.
- **Workington Academy black V-neck jumper** with logo.
- **Plain black belt** with a small, plain buckle.

Appearance and Personal Presentation

To maintain high standards and a professional learning environment, students are expected to follow the guidelines below regarding personal appearance:

- **Jewellery:** Students may wear a watch and, if desired, one pair of plain ear studs. No other jewellery is permitted.
 - *Facial piercings of any kind*—including eyebrow, nose, mouth, or tongue piercings—are strictly not allowed.
 - *Clear nose stud retainers are also not permitted.*
- **Hair:** Hairstyles should be simple and neat, with only natural hair colours permitted.
 - *Tramlines, patterns, or other shaved designs* are not appropriate.
 - Parents and carers are encouraged to consult the school before students opt for fashion hairstyles. *The Headteacher's decision on all matters of appearance is final.*
- **Make-up and Nails:**
 - Heavy make-up, including lipstick and unnatural nail varnish, is not allowed. Students wearing these will be asked to remove them.
 - Nails must be kept short and natural. *False nails and nail extensions are not permitted* and must be removed if worn.
- **Eyelashes:** Eyelashes must be natural in appearance. *Excessively unnatural or dramatic false eyelashes are not permitted* and students wearing them will be asked to remove them.

PE Kit

Compulsory items

- **Workington Academy t shirt or polo top**
- **Workington Academy ¼ zip fleece top**
- **Black sports shorts** - with small logo only (See examples and non-examples in appendix 1)
 - no club badges, no tight, lycra fitting, cycling shorts
- **Black ankle or crew socks**
- **Training shoes** (non-marking soles)
 - Students will be expected to have clean soled training shoes for indoor work
- **Football boots**
 - Following advice from Cumbria County Council we recommend that students at Workington Academy do not to use bladed boots for football and/or rugby, for their own safety. Students will not be stopped from using bladed boots for lessons or inter-school fixtures, but parents need to be aware that they will be going against Health and Safety recommendations if they purchase these for their children.

Optional items

- **Workington Academy training pant**
- **Black sports leggings with small logo only.**
 - Leggings with stripes or large logos are not permitted
- **A black base layer** may be worn for outdoor PE in winter.

Sixth Form Dress Code

The Sixth Form represents a professional environment, and students are expected to dress in a smart and business-like manner. As senior members of the school community, Sixth Form students are role models and ambassadors for West Coast Sixth Form, both within the Academy and in the wider community.

To reflect this, all students must adhere to the following dress code:

Required Attire

- **West Coast Sixth Form tie**
- **West Coast Sixth Form jumper or cardigan**
- **Collared white shirt** worn with the official tie
- **Plain black skirt** of a reasonable length. Skirts must be suitable for a workplace setting—*not tight-fitting or short in length.*
- **Full-length black smart trousers** (denim is not permitted)
-

The Following Are Not Permitted

- Unnatural or excessive hair colours
- Trainers or canvas shoes
- Facial piercings (*clear plastic retainers are permitted*)
- Excessive jewellery
- Excessively long nails that may hinder productivity or pose a safety risk

Appendix 1







E-Mail: customerservice@swi.co.uk

The order form indicates items which the School have specified as 'COMPULSORY' or 'OPTIONAL' for Uniform / PE Kit. After measuring your child, place the quantity you require in the box below the selected size of each item.

Online: Visit our website at www.swischoolwear.co.uk and order via DIRECT TO PARENT, Login/Register.
By Telephone: 01928 752 610 – Option 1

Orders '**over £75**' are delivered to home '**free of charge**'.
For orders '**under £75**' there is a '**£4.50 charge**' to have them sent to home.
We offer a free of charge weekly delivery service into school.

In every dispatch we include a form with full details of how to send items back for a refund. We offer a 30 day returns policy. Full terms and conditions can be found on our website.

For more information on how to size your child, please visit our website at www.swischoolwear.co.uk/help

WE RECOMMEND YOU PLACE YOUR BACK TO SCHOOL ORDER ON
OR BEFORE **THURSDAY 1st AUGUST 2024.**



**VIEW OUR LATEST OFFERS, DEALS
AND ACCESSORIES ONLINE**
WWW.SWISCHOOLOWEAR.CO.UK

[illegible][illegible]

Clip on Tie – Black/Sky (WRKAT1719BLSK)	£
16"	£8.40

[illegible]

Banner Trimley Girls Slimfit Trousers - Black (AAAA11874BLAC)											
22/29	22/31	24/29	24/31	26/29	26/31	28/29	28/31	30/29	30/31	30/33	
£14.00								£16.00			
32/29	32/31	32/33	34/29	34/31	34/33	36/29	36/31	36/33	38/29	38/31	38/33
£18.00								£20.00			

Banner Designer Straight Skirt - Black (AAAA12023BLAC)											
22/18	22/20	24/18	24/20	26/18	26/20	28/18	28/20	30/18	30/20		
£10.00		£12.00				£14.00					
32/18	32/20		34/18	34/20		36/18	36/20	38/18	38/20	40/18	40/20
£16.00			£18.00			£20.00					

[illegible]

Essential Uniform

Boys Twin Pack Long Sleeve Shirt - White (AAAAAT2066WHITE)													
11	11.5	12	12.5	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5
£10.00		£12.00			£14.00		£16.00		£20.00				
Boys Twin Pack Short Sleeve Shirt - White (AAAAAT2066WHITE)													
11	11.5	12	12.5	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5
£10.00		£12.00			£14.00		£16.00		£18.00				
Boys Slim Fit s/s Twin Pack Shirt- White (AAAAAT2064WHITE)													
12	12.5	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5		
£12.00				£14.00		£16.00			£18.00				
Boys Slim Fit l/s Twin Pack Shirt- White (AAAAAT2065WHITE)													
12	12.5	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5		
£12.00				£14.00		£16.00			£20.00				
Girls Slim Fit s/s Twin Pack Blouse- White (AAAAAT2062WHITE)													
26	28	30	32	34	36	38	40	42	44	46	48		
£12.00				£14.00		£16.00			£18.00				
Girls Slim Fit l/s Twin Pack Blouse- White (AAAAAT2063WHITE)													
26	28	30	32	34	36	38	40	42	44	46	48		
£12.00				£14.00		£16.00			£20.00				
Girls Twin Pack s/s Blouse - White (AAAAAT1761WHITE)													
22	24	26	28	30	32	34	36	38	40	42	44	46	48
£10.00		£12.00			£14.00		£16.00		£18.00				
Girls Twin Pack l/s Blouse - White (AAAAAT1760WHITE)													
22	24	26	28	30	32	34	36	38	40	42	44	46	48
£10.00		£12.00			£14.00		£16.00		£20.00				

PE Kit

[illegible]

Uniform Ordering Guide

Workington Academy Uniform is supplied by **SWI Direct Uniforms** and orders must be placed directly to SWI.

All Uniform Orders must be placed **by the 31 July**, to ensure that all uniform is ready and can be supplied to students prior to the start of the new academic year.

Overview

The Direct to Parent supply solution gives parents the ability to order Uniform and PE Kit 24 hours a day via online the SWI ordering system. Orders can be placed either online, by phone or post. We offer a home delivery service as well as an easy Returns System

How to Order

Parents/students can place their orders:

1. **Online:** www.swidtp.co.uk and order via 'Direct to Parent'
2. **Phone:** 01928 752 610 – Option 1
3. **Post:** Sportswear International Ltd, Fair Oak Lane, Whitehouse Industrial Estate, Runcorn, WA7 3DU

Online Ordering

Ordering online couldn't be easier. Simply visit our website www.swidtp.co.uk and choose to either login or register a new account.

New customers will be asked to register and follow the online instructions to link their account to a chosen school. Once you are registered you can begin to order straight away.

All of the Uniform and PE Kit products will be displayed with an indication if the product is compulsory or optional.

Adding Items to your Basket

To add an item to your basket, click on the picture or the name of the product then select the size required from the drop-down menu and click **Add to Basket** button.

Simply type the quantity you wish to order into the quantity box which will automatically update. Once all items have been added to the basket click **View Basket** button.

Basket

You will be taken to the basket page to confirm your order.

Quantities can be increased / decreased within this screen.

Should an item need to be removed from the order click **Red Remove** button.



WORKINGTON
ACADEMY

Delivery Notes

If the parcel is to be delivered to home and there are the notes that you would like us to pass on to the carrier company if you are not home when they come to make the delivery e.g. Leave with in porch, Leave with neighbours etc.

Once delivery notes have been entered click onto **Green Checkout Now** button.

Delivery Options

Select delivery option then click **Green Confirm Delivery Method** button.

Payment

Payment can be made by Visa, MasterCard, Solo, Maestro.

Unfortunately, we do not accept **American Express**.

Once you have made payment you will be given an order reference number.

Please print this page for your records.

Click **Green Continue Checkout** button.

Order Confirmation

You are now ready to complete your order. Please review your order below, and then click the **Green Place Order** button only once to process your order.

Order Completed

Once the order is complete you will receive an order number and email confirmation.

Phone and Postal Orders

The school will have paper order forms and a downloadable copy on the school website.

If you wish to pay by cheque or do not have access to the internet, then you can phone or post your order using the paper order form.

Home Delivery Charges

- Orders over £70 are sent to home free of charge
- Orders under £70 sent to a home address (or other specified) incur a £4.50 delivery charge

Returns Procedure

In every dispatch we include a form with full details of how to send items back for a refund. We offer a 30 day returns policy. Full terms and conditions can be found on our website.

Web Helpdesk

SWI has a dedicated Web Helpdesk. If you are having difficulty with your online account or logging in then please contact the Team on 0845 519 00 99 or 01928 752 610.

Year 7 Equipment List

It is essential that all students arrive at Workington Academy ready to learn and we take pride in our students taking responsibility for their own learning.

All Year 7 students must have their own **pencil case** containing the following equipment at all times:

- **Black biros / writing pens**
- **Purple biro**
- **HB Pencil**
- **2B Pencil**
- **Pencil Sharpener**
- **30cm Ruler**
- **Rubber**
- **Colouring Pencils**
- **Black Fine Liner Pen**
- **Highlighter**
- **Protractor**
- **Compass**
- **Glue Stick**
- **Scientific Calculator (we recommend a Casio branded calculator)**

We understand that some students may wish to buy their own stationery and pencil case ready for September.

If you would prefer us to get this ready for you, you can order one of our Workington Academy Equipment Packs.

If you choose to order one of our **Workington Academy Equipment Packs**, this will be given to you on your first day in September, once payment has been received, via ParentPay (account details to follow).

Year 7 Stationery Packs

Pack 1	Pack 2
Large Clear Plastic Pencil Case including: • 2 x Black biro • 1 x Purple biro • 2 x HB Pencil • 1x 2B Pencil • Pencil Sharpener • 30cm Ruler • Rubber • Colouring Pencils • Black Fine Liner Pen • Protractor • Compass • Highlighter • Glue Stick £9.00	Large Clear Plastic Pencil Case including: • 2 x Black biro • 1 x Purple biro • 2 x HB Pencil • 1x 2B Pencil • Pencil Sharpener • 30cm Ruler • Rubber • Colouring Pencils • Black Fine Liner Pen • Protractor • Compass • Highlighter • Glue Stick Plus • Casio Scientific Calculator £19.00
Casio Scientific Calculator - £12.00 (Recommended brand and type)	

To place your order for one of these packs or individual items – please do so via the Online Order Form on our Transition Website.

All orders for Stationery packs or items must be placed before Friday 03 July 2026

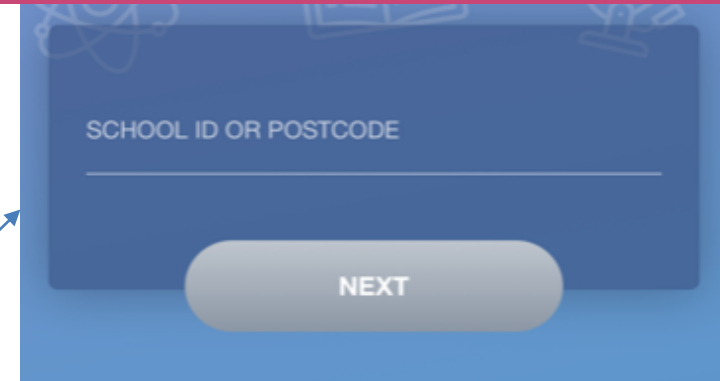
Your **Workington Academy Equipment Pack or items**, this will be given to you on your first day in September, once payment has been received, via ParentPay (account details to follow).

EduLink One for Workington Academy

Downloading and Using the App

1. The **EduLink One** app is available for iOS and Android devices.

You can download from
your App or Play stores.

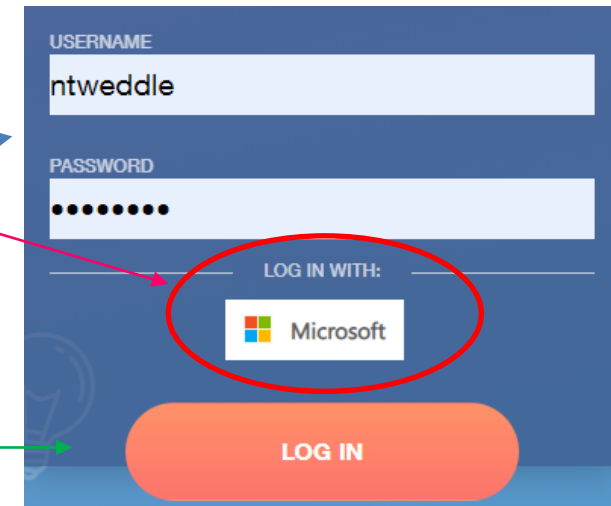


School ID is workington (all lower case)

2. You must enter the **SCHOOL ID** or **Postcode** to continue.

3. You must Click Login with Microsoft

4. Enter your school network
USERNAME & PASSWORD.



5. Once you have filled both boxes with your login details,
click **LOG IN** to get started.

Your Edulink One Profile

Click on the icons to access your information

- Timetable
- Homework
- Attendance Statistics
- Achievement Points
- Behaviour (Consequences & Detentions)
- Links
- Clubs
- Exams (Exam Timetable - Year 11)



Homework

- A reminder that all homework will be set on Edulink One after Half Term



Settings  Hello, Student Demo MY HOMEWORK

ADD HOMEWORK

CURRENT PAST

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
Tomorrow 27/01/2020	Water Cycle Diagram	Geography	29/05/2020 09:00	Not submitted	✗	
7 Days 31/01/2020	Write up PH experiment	Science	24/03/2020 09:00	Submitted	✓	
8 Days 01/02/2020	Revise for Mock Exam	English	15/05/2020 10:30	No online submission required	✗	

Reporting to Parents



**WORKINGTON
ACADEMY**

Reporting

The school reports to parents/carers twice per year. There is also a Progress Evening once a year, where you are invited to discuss progress with your child's teachers and key Workington Academy staff.

One report is 'data only' and one report contains written strengths and areas for development.

How is Current Attainment reported?

Attainment across KS3 is based on how your child is performing against each subject's **Key Learning Indicators (KLIs)**. In every subject there are 9 KLIs which are based on the knowledge and skills required to reach at least Expected Standard. Your child's attainment measure is reported in each subject, as one of the following:

Pre-Key Stage	The student is working at a level which is two stages or more behind the level of their expected age.
Working Towards Expected Standard	The student is not working at the level which would be expected at their age, but they are making progress towards this standard.
Expected Standard	The student is working at the level which would be expected at their age.
Beyond Expected Standard	The student is working beyond the level which would be expected at their age.

The aim is for all students to be at Expected Standard or Beyond. Our assessment system enables us to identify the focus for improvement for each subject.



Reporting to Parents



WORKINGTON
ACADEMY

How is Behaviour for Learning reported?

The Behaviour for Learning criteria are based on our core positive behaviours, which we believe are key to student success in school and later life. They are underpinned by the school's three core values of Respect, Responsibility and Resilience. Student Behaviour for Learning is assessed on a three-point scale:

1	Exceptional	2	Expected	3	Below Expected
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Behaviour for Learning Criteria

Exceptional

You display high levels of Respect by:

- Actively listening to your teacher and your classmates, as well as engaging positively in class discussion.
- Showing your curiosity through asking and answering questions in a polite and considerate manner.
- Always responding positively to instructions from staff, starting tasks immediately once they are explained and understood.
- Displaying good manners at all times.

You take Responsibility for your learning by:

- Attending all lessons on time, unless with good reason.
- Always having the correct equipment ready on your desk to participate fully in lessons and being highly organised for your lessons.
- Always being a positive role model to other students, through high engagement, exemplary behaviour and excellent attitude to your work.
- Completing well-presented work of the highest quality possible that always reflects the best of your ability.

You are Resilient and make progress by:

- Not giving up until you have a solution and you move on to the next challenge without prompting
- Seeking support from your teacher and others when you are stuck but also offering support to others who may require help.
- Responding to feedback and seeking to improve your work further, never accepting anything less than your best.



Reporting to Parents

Expected

You display high levels of Respect by:

- Actively listening to your teacher and your classmates
- Asking and answering questions in a polite and considerate manner
- Responding positively to instructions
- Displaying good manners

You take Responsibility for your learning by:

- Attending all lessons on time, unless with good reason.
- Having the correct equipment ready on your desk to participate fully in lessons.
- Being a positive influence in lessons through creating a calm environment.
- Attempting and presenting all work to the best of your ability

You are Resilient and make progress by:

- Not giving up until you have a solution
- Seeking support from your teacher and others when you are stuck.
- Learning from mistakes by responding positively to feedback.

Below Expected

To display high levels of Respect at all times you need to:

- Listen actively to your teacher and your classmates.
- Ask and answer questions in a polite and considerate manner.
- Respond positively to instructions at the first time of asking.
- Display good manners

To take Responsibility for your learning you need to:

- Attend all lessons on time, unless with good reason.
- Have the correct equipment ready on your desk to participate fully in lessons.
- Be a positive influence in lessons through creating a calm environment.
- Take pride in your work, by attempting and presenting all work to the best of your ability.

To be Resilient and make the progress you are capable of:

- Do not give up until you have a solution
- Seek support from your teacher and others when you are stuck.
- Learn from mistakes by responding positively to feedback

At Workington Academy, we fundamentally believe that high levels of Behaviour for Learning and high attendance are key to achievement and success.



CASHLESS CATERING @ WORKINGTON ACADEMY

Workington Academy recently introduced **cashless catering**. The system is already in operation in many schools and means that students no longer pay for their food at the till with cash. A biometric payment system is now in operation, with students using either online systems or an onsite cash loader to credit their account. This will be a more efficient system, resulting in faster service, shorter queues and will enable parents to see exactly what their children are spending their lunch money on each day.

Below is some important information and FAQs that will help to ensure that your child is able to use the cashless catering system on their first day at Workington Academy.

Q: How does my child pay for food and drink if cash is no longer accepted at the till?

The system works with ParentPay, an online payment provider. This is a very easy to use, online system that enables you to top-up your child's account and also view what your child has eaten during the day/week. We will send you a username, password and details of how to use ParentPay to credit your child's account prior to the start of term in September.

Q: How does my child pay when they reach the till?

New students will have their finger scanned using a biometric scanner, (this is likely to be done on their first day in September). This will enable the cashless catering system to link each student to their account. When the finger is scanned, the system transforms it into a mathematical formula and the original scan is discarded, meaning that the finger scan cannot be used for any other purpose than our cashless catering system.

When students arrive at the till, they put their finger on a biometric reader (shown below) that links them to their account. The cost of their food and drink is then deducted from their account at the cashless till and this is how they pay. Parents and carers should ensure that student accounts are in credit before their first day of school in September.



If you do not want your child to have their finger scanned, please let us know, by emailing office@workingtonacademy.org.

Q: What happens when my child leaves the academy?

Their cashless catering data is deleted from the system.

Q: What happens if I do not have internet access and can't use ParentPay?

The new academy has 3 top-up machines onsite. When the student puts their finger onto the biometric reader on the machine, it will connect to their account and they can use cash to credit their account.

Cumbria County Council Information

Free school meals and clothing grant

£500,000 worth of additional funding has been allocated to the school clothing grant fund as part of a new £2m cost of living reserve fund. This means that eligible parents will now receive a clothing grant worth £50 for each primary school child, up from £25, and £100 for each secondary school child, up from £35.

If you're eligible, make sure you apply for free school meals if you haven't already so that you receive your school clothing grant too. It only takes 5 minutes.

For further information, use the QR code to go to the website;



Cumbria School Transport Information

Use the QR code to go to the CCC website to find out if you are eligible for CCC School Transport and to make an application.



Please note that Workington Academy can have no input into CCC School Transport Applications.
This can only be organised via contact with Cumbria County Council.