

# Year 7 Admission Information Pack for Transition to Workington Academy 2023



## WORKINGTON ACADEMY



**Respect, Responsibility, Resilience**

Dear Year 6 students, parents and carers,

### **Team Year 7 2023-24 - 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 regards 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 –

<https://workingtonacademy.fireflycloud.net/welcome-to-team-year-7>

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.

We are very excited that you are going to be joining 'Team Year 7' at Workington Academy 2023-24 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

[ntweddle@workingtonacademy.org](mailto:ntweddle@workingtonacademy.org)

or contact the Year 7 Team at:

[teamyear7@workingtonacademy.org](mailto:teamyear7@workingtonacademy.org)

Kind regards,



Miss Tweddle  
Assistant Headteacher

# Year 7 Admission Information Pack for Transition to Workington Academy 2023

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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

[office@workingtonacademy.org](mailto:office@workingtonacademy.org) / [Teamyear7@workingtonacademy.org](mailto:Teamyear7@workingtonacademy.org)



# Year 6-7 Transition Timeline 2023

## June 2023

- 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.

## June 2023

- **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 7 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 30 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 2023

- **Thursday 6 July – Team Year 7 Transition Day** – Spend the day in your new Form Group completing a range of team building activities.

## Monday 24 July – Friday 4 August

### Workington Academy Summer School

Come along and take part in a range of fun and enriching activities in **your new school** - our state-of-the-art academy building. Get to know other new Team Year 7 members and familiarise yourself with new key staff members. **Further details and online application form can be found on our Transition website.**

## Wednesday 6 September 2023

### 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 – October 2023
- **Year 7 ‘Settling in’ Evening** –October 2023
- **Year 7 Initial Progress Report** – October 2023

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



Mr Bedford  
Headteacher



Mr Hendren  
Deputy Headteacher



Mr Simpson  
Deputy Headteacher



Miss Tweddle  
Assistant Headteacher –  
Year 6-7 Transition



Mrs Kinrade  
Assistant Headteacher &  
Designated Safeguarding &  
SEND Lead



Miss Lee  
Director of Learning –  
Year 7



Mrs Robertson  
Year Group Manager  
– Year 7

## CET TERM DATES 2023 / 2024

<b>AUTUMN TERM 2023</b>	<b>70 days</b>
INSET DAY (students/pupils not in school)	Monday, 4 September 2023
INSET DAY (students/pupils not in school)	Tuesday, 5 September 2023
Starts	Wednesday, 6 September 2023
Half Term	Monday, 23 October – Friday, 27 October 2023
Ends	Tuesday, 19 December 2023
<b>SPRING TERM 2024</b>	<b>57 days</b>
Starts	Wednesday, 3 January 2024
Half Term	Monday, 12 February – Friday, 16 February 2024
Ends	Thursday, 28 March 2024
Good Friday	Friday, 29 March 2024
Easter Monday	Monday, 1 April 2024
<b>SUMMER TERM 2024</b>	<b>63 days</b>
INSET DAY (Students/pupils not in school)	Monday, 15 April 2024
Starts	Tuesday, 16 April 2024
Bank Holiday	Monday, 6 May 2024
Half Term	Monday, 27 May – Friday, 31 May 2024
Ends	Friday, 19 July 2024



## Year 7 Timings of the Academy Day

8.30am		School Opens
8.35am	9.00am	Registration
9.00am	9.02am	Movement time
9.02am	10.02am	Lesson 1
10.02am	10.19am	Break
10.19am	10.21am	Movement time
10.21am	11.21am	Lesson 2
11.21am	11.23am	Movement time
11.23am	12.23pm	Lesson 3
12.23pm	1.01pm	Lunch
1.01pm	1.03pm	Movement time
1.03pm	2.03pm	Lesson 4
2.03pm	2.05pm	Movement time
2.05pm	3.05pm	Lesson 5
3.05pm		School Ends

Students are expected to be on site and arrive at their designated form room by 8.35am.

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, along with a student planner to record your timetable, home-learning and key dates and notices.

### Example Year 7 Timetable below:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Assembly / Form Time (8.35am – 9.00am)</b>					
<b>Period 1 –</b> 9.02am – 10.02am	Physical Education	Science	English	Maths	Science
<b>Break (10.02am – 10.19am)</b>					
<b>Period 2 –</b> 10.21am – 11.21am	English	French / German	Maths	English	History
<b>Period 3 –</b> 11.23am – 1.01pm	Maths	Technology	Geography	Personal Development / RE	English
<b>Lunch (12.18pm – 12.56pm)</b>					
<b>Period 4 –</b> 1.03pm – 1.03pm	Science	Maths	Computing	Geography	French / German
<b>Period 5 –</b> 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 at 12.45pm and go to the dining hall for early lunch.



# Year 7 Curriculum



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ACADEMY**

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

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



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ACADEMY**

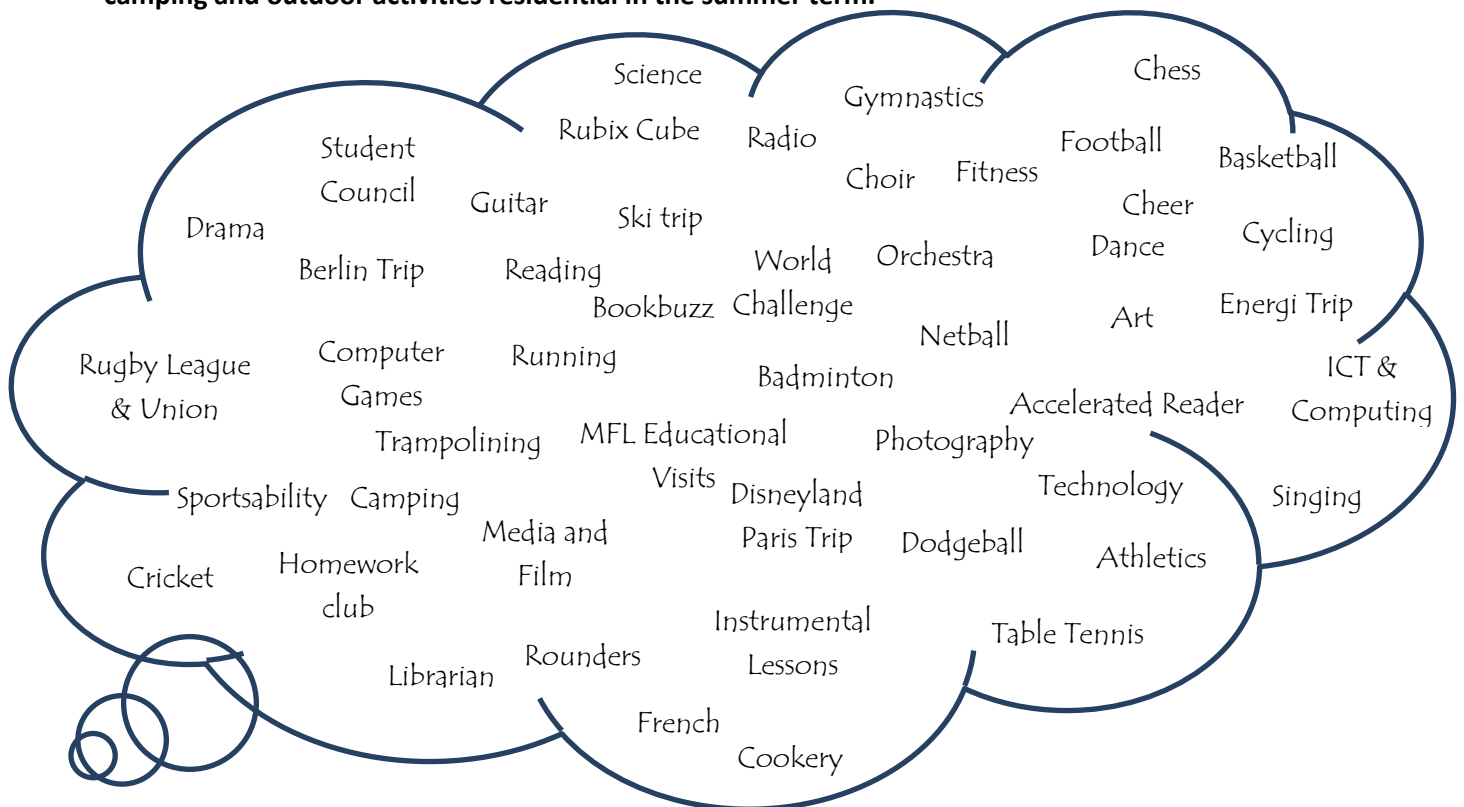
## Extra-Curricular Opportunities

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 a camping and outdoor activities residential in the summer term.**



# Extra-Curricular Programme

SPORTS

MUSIC  
DRAMA &  
ARTS

LIBRARY  
RESOURCE  
CENTRE

DESIGN &  
TECHNOLOGY

MATHS &  
COMPUTING

SOCIAL

RADIO

WIDER  
ACHIEVEMENT &  
ENRICHMENT

	Before School / Registration	Break / Lunch Time	After School
Monday	Year 9 Breakfast Club – Inclusion / Mrs Fitz' Room	Year 9-11 Art Club – RG055 (Lunch A) Year 7-8 Art Club – RG043 (Lunch B) Library Resource Centre Open – Year 7&8 (Break B) Library Resource Centre Open – Year 7&8 (Lunch B)	Football – Year 7&8 Boys – Field Football – Year 8-11 Girls – Field Netball – Year 7 – Courts / Sports Hall Catering Club – All Years - RG003 GCSE Art Club – Year 10&11 – RG055 GCSE Photography Club – Year 10&11 – RG043 Homework Club – Library Resource Centre - All Years Radio Club – Year 7-9 – R1042 / Radio Studio Year 9 Games Club – Mrs Fitz' Room Learning Support Homework Club – Learning Support Area
Tuesday	Year 8 Breakfast Club – Inclusion / Mrs Fitz' Room Mrs Marshall's Morning Magic – Health & Well-being Club – Activity Studio	Year 9,10,11 Singing Group – Music Room (Lunch A) Year 9 Guitar Club – Practice Rooms (Lunch A) Year 7&8 Singing Club – Music Room (Lunch B) Year 9-11 Art Club – RG055 (Lunch A) Library Resource Centre Open – Year 7&8 (Break B) Library Resource Centre Open – Year 9-13 (Lunch A)	Football – Year 7 Girls – Field / Sports Hall Whole School Orchestra – Music Room GCSE Art Club – Year 10&11 – RG055 Year 8 Games Club – Mrs Fitz' Room  <b>STAFF TRAINING</b>
Wednesday	Leading Change – Year 9 – Conference Room Year 7 Boys Breakfast Club – Inclusion / Mrs Fitz' Room Mrs Marshall's Morning Magic – Health & Well-being Club – Activity Studio	Year 7&8 Drama Club – Drama Studio (Lunch B) Year 7&8 Art Club – RG055 (Lunch A) Year 7-8 Art Club – RG043 (Lunch B) Library Resource Centre Open – Year7&8 (Break B) Library Resource Centre Open – Year9-13 (Lunch A) Humanities Ambassadors – Y9-13 – R3013 (Lunch A)	Rugby Union – Year 8-11 – Field Fitness / Running Club – All Years – Sports Hall / Outside Netball Year 10&11 – Sports Hall / Courts Netball Matches – Year 7-11 Year 8 Band / Studio Recording – Music Room Year 8&9 Drama Club and Rehearsals – Drama Studio Year 7&8 Guitar 'Rock Smith' Club – RGO55 GCSE Art Club – Year 10&11 – RG055 Engineering & Technology Club – All Years - RG006 Conservation Club – All Years - R3018 Maths Club – Year 8-11 – R3 Computing Club – Year 9 – R1007 Library Club Night – All Years Year 7 Girls Games Club – Mrs Fitz' Room
Thursday	KS4 Breakfast Club – Inclusion / Mrs Fitz' Room	Year 7 Guitar Club – Music Room (Lunch B) Year 9-11 Art Club – RG055 (Lunch A) Library Resource Centre Open – Year 9-13 (Break A) Library Resource Centre Open – Year 7&8 (Lunch B)	Rugby League – Year 7 – Field Rugby Union – Year 8 Boys - Field Football – Year 9&10 – Field Netball – Year 8&9 – Sports Hall / Courts Trampolining – Year 7 – 15.00pm – 16.00pm – Activity Studio (NOW FULL) Trampolining – Year 8-11 – 16.00pm – 17.00pm – Activity Studio (NOW FULL) Year 9 Band / Studio Recording – Music Room Year 7 Drama Club – Drama Studio Year 7&8 Dance Club – Main Hall GCSE Art Club – Year 10&11 – RG055 Textiles & Cross Stitch Club – All Years - R1004 Homework Club – Library Resource Centre - All Years KS4 Games/Social Club – Mrs Fitz' Room Learning Support Homework Club – Learning Support Area History Club – All Years – R3009
Friday	Year 7 Girls Breakfast Club – Inclusion / Mrs Fitz' Room	Year 7&8 Keyboard Club (Lunch B) Year 9-11 Art Club – RG055 (Lunch A) Superbia – Y10-13 - Workington Academy Pride Group -R3007 (Lunch A) Library Resource Centre Open – Year 9-13 (Break A)	Indoor Football – Year 11, Sixth Form, Staff – Sports Hall Year 7 Boys Games Club – Mrs Fitz' Room Radio Club – Year 10 – R1042 / Radio Studio
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 Fell Walks and Expeditions every Half Term Duke of Edinburgh Award Scheme Workington Academy Student Council MFL Language Leaders Year 7 Bikeability – Level 3  Workington Academy Ski Trip – Italy - February Half Term – contact <a href="mailto:skitrips@workingtonacademy.org">skitrips@workingtonacademy.org</a> for further details.		

## School Attendance and the Law

Regular attendance at school is essential. Failing to attend school regularly can have a major impact on a child's education, attainment and 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.



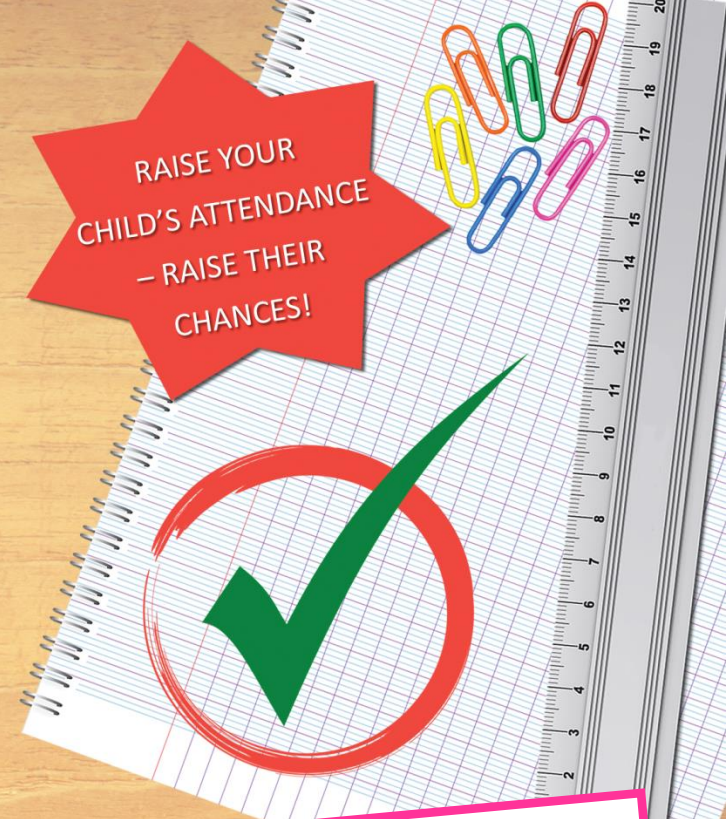
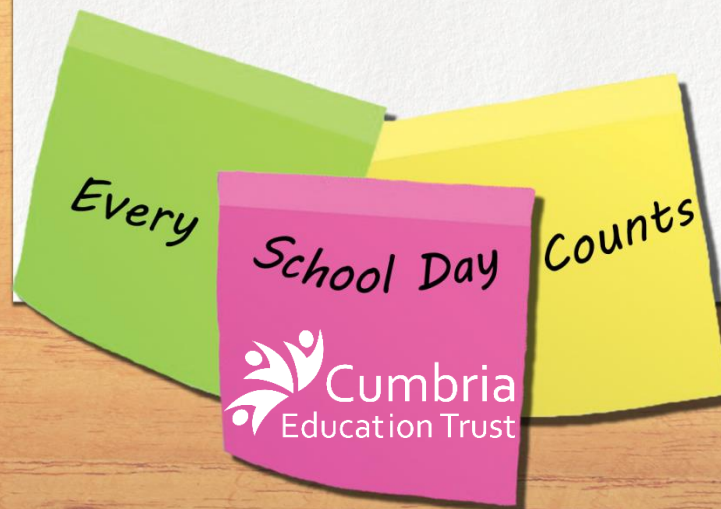
## If your child is absent from school:

1. On the first day of absence you should call the school as early as possible, before 9.00am on **Tel: 01900 873926** or email [absence@workingtonacademy.org](mailto:absence@workingtonacademy.org)  
Please give your child's name, form group and specific reason for absence.
2. You must do this **daily**, for each day that your child is absent.

*Please do not be offended if further contact is made with you to discuss your child's absence and to support them in returning to school as soon as possible.*

3. A note must be sent to your child's Form Tutor on their return to school. This note could be written in your child's Student Planner.
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.
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 fail to maintain regular attendance at school and/or have a high number of unauthorised absences.



## Workington Academy



Information for  
Parents and Carers



## Why does attendance matter?

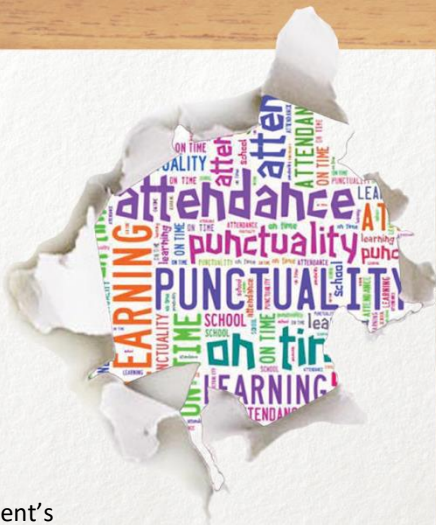
Workington Academy is committed to encouraging and developing every student's academic and personal development through regular attendance. Regular attendance at school is vital to help students:

- 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  
time



<b>RED</b>		<b>Below 94%</b>
<b>AMBER</b>		<b>94%-96.9%</b>
<b>GREEN</b>		<b>97% and above</b>

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 and prosecution.

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, hospital/dental treatment appointment for the student, religious observance, death of a close relative. The academy may request verification is provided such as a medical certificate or appointment card.
- **Unauthorised** - oversleeping/missing the bus, holidays, birthday treat, 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 and not during term time. Fines may be issued for any unauthorised holidays taken in term time.

**PLEASE CONTACT YOUR CHILD'S YEAR GROUP TEAM IF YOU ARE CONCERNED OR NEED HELP WITH YOUR CHILD'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  
Head of School

# WORKINGTON ACADEMY

Stainburn Road,  
Workington  
Cumbria  
CA14 4EB

T: 01900 873926  
E: [office@workingtonacademy.org](mailto:office@workingtonacademy.org)  
W: [www.workingtonacademy.org](http://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

***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 List

At Workington Academy we take great pride in having the highest standards of uniform and ensuring that our students are dressed smartly at all times.

### Workington Academy Compulsory Uniform Boys & Girls



Boys Blazer



Striped School Tie



Girls Blazer

#### All students:

- A black blazer with the school badge on the breast pocket.
- A Workington Academy tie
- A plain white collared shirt designed to be worn with a tie.



#### Boys:

- A pair of plain black tailored school trousers. No denim.

#### Girls:

- A pair of plain black tailored school trousers. No denim, leggings or 'skinny' type trousers are permitted.
- A plain black school knee length skirt. Skater skirts or tight fitting lycra or 'bodycon' skirts are not permitted.



#### All students:

- Plain black leather school shoes that cover the whole foot and that can take a polish must be worn. (No fashion boots, canvas shoes, suede shoes, dolly shoes, trainers or sandals etc. are permitted).
- Please note that no trainer style shoes or branded footwear of any kind are permitted – this includes styles and brands such as Converse, Nike, Kickers, Adidas and Lonsdale trainer shoes. Non-branded footwear that has low lacing, metal eyelets, a rounded toe and thick raised rubber sole moulded/curved around the shoe are also inappropriate.

### Workington Academy Optional Uniform Boys & Girls



V Neck Jumper

#### Optional for All students:

- A black V-necked school jumper that may be worn beneath the school blazer during colder weather. Only school jumpers may be worn as an extra item of clothing, beneath the school blazer.

All Uniform and PE kit should be marked clearly with your child's full name.



## Workington Academy PE Kit



T-shirt



¾ Zip Top



Track pants



Socks



Shorts



Leggings

### Boys:

- Workington Academy T-shirt shirt
- Workington Academy ¾ Zip Top
- Workington Academy shorts
- Workington Academy socks
- Indoor Trainers (non-marking soles)
- Outdoor Trainers
- Football Boots
- Towel
- Workington Academy Track pants (additional / optional item)

### Girls:

- Workington Academy T-shirt shirt
- Workington Academy ¾ Zip Top
- Workington Academy shorts
- Workington Academy socks
- Indoor Trainers (non-marking soles)
- Outdoor Trainers
- Football Boots
- Towel
- Workington Academy leggings and/or Workington Academy track pants (additional / optional items)

## Other Information:

**HAIR** – Hair should be kept to a simple style with natural colours only. No tramlines or similar designs to be cut into hair. Parents are advised to consult school before students choose to have fashion styles. Hair accessories should be dark in colour and simple in design.

**MAKE UP, JEWELLERY, NAILS AND PIERCINGS** – No jewellery should be worn, except for a watch and one pair of ear studs if desired. No facial or body piercings of any kind (e.g. eyebrow, nose, mouth or tongue) are not permitted. Makeup should not be worn. If it is, it must be discreet. No heavy application of face makeup or bright lipsticks or eye shadows are permitted and students will be asked to remove it. False nails, nail extensions and nail polish, along with false eye lashes and eye lash extensions are strictly forbidden.

**MOBILE PHONES** – if it is necessary for your child to bring a phone into school then they are solely responsible for it. **The phone must be kept switched off and in the student's bag at all times** unless permission is given for it to be used by a member of staff. Phones must never be kept in shirt or blazer pockets. Phones must only be used on the ground floor and in designated areas at breaks and lunchtimes. If a student has a phone out or visible without permission it will be confiscated. The phone will be returned at 3.00pm for the first offence but a parent will have to collect the phone if it is confiscated more than once. A refusal to hand over the phone will be regarded as an extremely serious challenge to the authority of the academy.

**CHEWING GUM AND ENERGY/FIZZY DRINKS** – **these items are banned**. Chewing gum can be messy and unsightly and sweet, caffeine rich drinks are extremely bad for children's health. Students are encouraged to drink water and may bring in a refillable plastic bottle of water for consumption during the day. There are water fountains around the building where these can be re-filled.

**All Uniform and PE kit should be marked clearly with your child's full name.**







# 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](http://www.swidtp.co.uk) and order via 'Direct to Parent'
2. **Phone:** 01928 752 610 – Option 1
3. **Post:** Sportswear International Ltd, Fairoak Lane, Whitehouse Industrial Estate, Runcorn, WA7 3DU

## Online Ordering

Ordering online couldn't be easier. Simply visit our website [www.swidtp.co.uk](http://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.



## 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
<p>Large Clear Plastic Pencil Case including:</p> <ul style="list-style-type: none"> <li>• 2 x Black biro</li> <li>• 1 x Purple biro</li> <li>• 2 x HB Pencil</li> <li>• 1x 2B Pencil</li> <li>• Pencil Sharpener</li> <li>• 30cm Ruler</li> <li>• Rubber</li> <li>• Colouring Pencils</li> <li>• Black Fine Liner Pen</li> <li>• Protractor</li> <li>• Compass</li> <li>• Highlighter</li> <li>• Glue Stick</li> </ul> <p style="text-align: right;"><b>£8.00</b></p>	<p>Large Clear Plastic Pencil Case including:</p> <ul style="list-style-type: none"> <li>• 2 x Black biro</li> <li>• 1 x Purple biro</li> <li>• 2 x HB Pencil</li> <li>• 1x 2B Pencil</li> <li>• Pencil Sharpener</li> <li>• 30cm Ruler</li> <li>• Rubber</li> <li>• Colouring Pencils</li> <li>• Black Fine Liner Pen</li> <li>• Protractor</li> <li>• Compass</li> <li>• Highlighter</li> <li>• Glue Stick</li> </ul> <p style="text-align: right;">           Plus            • Casio Scientific Calculator   <b>£18.00</b> </p>
<p>Casio Scientific Calculator - <b>£11.50</b> (Recommended brand and type)</p>	

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

Alternatively, the order form can be reached by scanning the QR code below;



All orders for Stationery packs or items must be placed before Friday 07 July 2023

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).

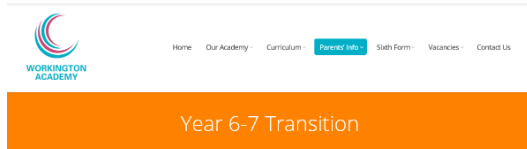
# Keep Up to Date with our Workington Academy Website, Radio and Social Media Accounts

## WORKINGTON ACADEMY WEBSITE:

<http://www.workingtonacademy.org>

## DEDICATED YEAR 6-7 TRANSITION SECTION:

<https://workingtonacademy.fireflycloud.net/welcome-to-team-year-7>



At Workington Academy, we understand that making the transition from primary to secondary school is an exciting time for both you and your child. We have a great deal of experience in helping young people join our academy and work hard to make sure that the process runs as smoothly as possible, taking any stress out of this change for all involved.

We assured that your child's future is in good hands at Workington Academy – with our **breast and balanced curriculum challenging and engaging** activities, a high level of **dedicated pastoral support** designed to nurture your child every step of the way and an **exciting range of extra-curricular activities and opportunities** intended to give your child a wide range of valuable experiences in and out of the classroom.

We believe that the key to immediate success at secondary school is having a positive and supportive transition. Therefore, our **extensive transition programme** for all students and parents joining Workington Academy will support everyone in the move up from primary to secondary school, to get their journey towards excellence off to a flying start!

**Our transition programme includes:**

- Visits to your primary school from key staff members and current students
- The sharing of key information between primary schools and Workington Academy
- Distribution of key information packs including everything that you need to know about starting at Workington Academy
- Opportunities to visit Workington Academy for students and parents
- Information Evenings at Workington Academy for students and parents
- Meet the Tutor Days for students and parents
- Transition Days – for students to spend time with their new form group and form tutor
- Other joint events between primary schools and Workington Academy

**We also offer bespoke and extended transition programmes for students who require further support in making the step from primary to secondary school.**

A 'Team Approach' is at the heart of everything that we do at Workington Academy and we strongly believe that by working in collaboration with students, parents and primary school staff, we can ensure that any anxiety, concerns or difficulties around the transition to secondary school can be minimised.

### Miss Nicola Tweddle – Director of Learning – Year 7



Our Transition Programme is overseen by **Miss Tweddle, Director of Learning – Year 7**, who will oversee your transition from primary school to Workington Academy. Miss Tweddle will liaise closely with parents, students and primary school staff to ensure that you get off to the best possible start at Workington Academy.

Once at Workington Academy, Miss Tweddle will oversee your academic progress and development in a range of areas and will ensure that you have every opportunity in and out of lessons to achieve your academic and personal potential.

### Mrs Lesley Robertson – Student Provision Officer – Year 7



Mrs Robertson, Student Provision Officer – Year 7, is responsible for overseeing your pastoral care at Workington Academy and will deal with any emotional or social concerns that you may have, as well as covering your attendance, behaviour and well-being. Mrs Robertson is always on hand to discuss any concerns or worries that students or parents may have and will do everything possible to ensure that your time at Workington Academy is happy and enjoyable!

Together, Miss Tweddle and Mrs Robertson lead a dedicated and experienced team of Year 7 Tutors who will support both students and parents to ensure that you have every opportunity to become the best that you can be!

You will have the opportunity to meet with and spend the day with your new Tutor, as well as Miss Tweddle and Mrs Robertson before starting at Workington Academy in September 2019.

### OTHER KEY TRANSITION STAFF MEMBERS:

- **Mrs Sue Newcastle – Director of Learning Provision** – will ensure that any necessary support and provision for children with additional SEND or PIVM/ABD needs are in place prior to starting at Workington Academy and will work closely with students and parents to make sure that appropriate provision is sustained throughout their time at Workington Academy.
- **Mrs Vera Agnew and Ms. Jan Wilson – Learning Provision Assistants** – run our extended transition programme for students who would benefit from spending more time with us before joining in September 2019. Once at Workington Academy, Mrs Agnew and Ms Wilson are always on hand to assist any Year 7 students who need any additional support or reassurance!

Useful documents regarding Free School Meals, Uniform Grants and School Transport

[Application for Free School Meals and School Clothing Vouchers](#) (.pdf)

[School Transport Application form 2018-19](#) (.pdf)

[School Transport Information 2018-19](#) (.pdf)

[Link to Online Application for School Transport for your child](#) (external link)

Transfer to Workington Academy for September 2019

The link to online applications for September 2019-2020

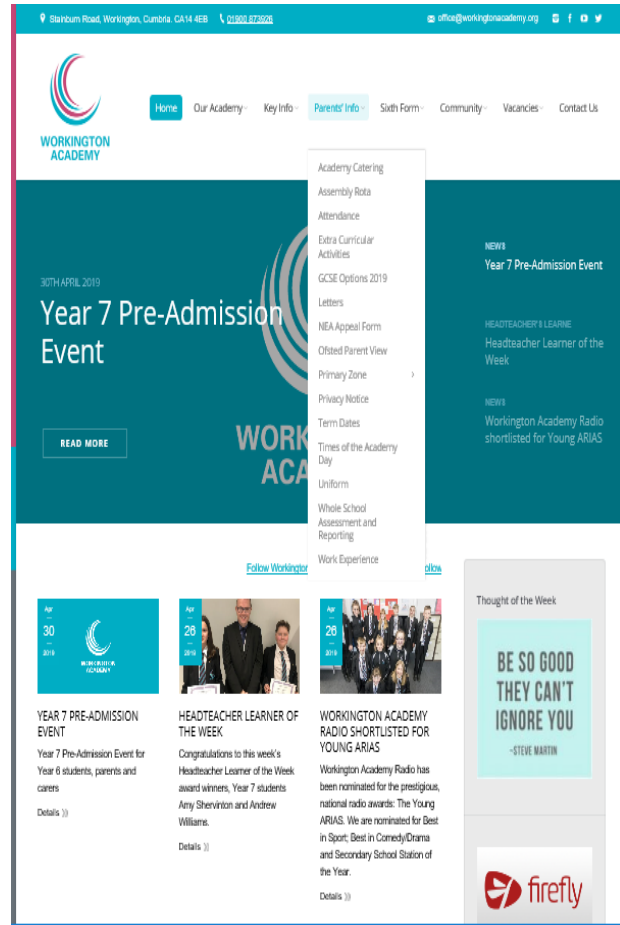
<https://forms.office.com/URL?ui=en&rs=en&tm=en&formid=17849747>

[WA Admission Form March 2018](#) (.docx)

[Year 6 Student Information sheet April 2015](#) (.docx)

[Year 7 Admissions Booklet – Open Evening 2018](#) (.pdf)

If we can be of any further assistance with the completion of any of these forms, please do not hesitate to contact [tweddni@workingtonacademy.org](mailto:tweddni@workingtonacademy.org)



## WORKINGTON ACADEMY RADIO

Log into WA Radio and listen via our website:

<https://www.workingtonacademy.org/waradio/>

Get in touch and request songs & shout outs via our social media pages.

## WORKINGTON ACADEMY SOCIAL MEDIA ACCOUNTS:



Facebook – Workington Academy



Twitter - @WorkingtonAcad



Instagram – Workington Academy



YouTube Channel – Workington Academy

KEEP UP TO DATE WITH ALL THAT IS HAPPENING AT WORKINGTON ACADEMY



# Understanding Target Setting and Reporting



WORKINGTON  
ACADEMY

## Student Targets

Students are set challenging targets for each subject that they study. These are based initially upon their KS2 scores and may be adjusted as students' progress through the school. They use the new GCSE grades 1-9, rather than the old A\*-G grades. An equivalence between old and new GCSE is given in this table:

New GCSE Grade	1	2	3	4	5	6	7	8	9
Old GCSE Grade	G	F	E	D	C	B	A	A*	

A 'standard pass' is a grade 4. This is roughly equivalent to an old GCSE grade C

A 'strong pass' is a grade 5. This is roughly equivalent to an old GCSE grade B/C

Targets are used when teachers mark work, and when reporting to parents and carers. Students who are below target will be advised how to improve their work. When books are marked teachers will set them additional questions which will help them make accelerated progress.

## Reporting

The school reports to parents/carers **3 times 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.

Two reports are 'data only' and one report contains written comments and targets.

## **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:

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



# Understanding Target Setting and Reporting

<b>Expected Standard</b>	The student is working at the level which would be expected at their age.
<b>Beyond Expected Standard</b>	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.

## How is Current Progress reported?

All students have undertaken a series of baseline assessments which allow us to give a prediction of how well students should achieve. Current Progress is reported as one of the following:

<b>Making more than expected progress</b>	+	The student is achieving better than might be expected from the baseline assessments
<b>Making expected progress</b>	=	The student is achieving in line with what might be expected from the baseline assessments
<b>Is capable of making more progress</b>	-	The student has potential to achieve better than they currently are, given the baseline assessments

## How is Behaviour for Learning reported?

The Behaviour for Learning criteria are based on our 9 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:

<b>1</b>	Exceptional	<b>2</b>	Expected	<b>3</b>	Below Expected
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# Understanding Target Setting and Reporting



WORKINGTON  
ACADEMY

## 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.

### 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

Be the  
best you  
can be

# Understanding Target Setting and Reporting

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.**



# Catering Services at Workington Academy



**Caterlink are delighted to be working in Partnership with Workington Academy and would like to tell you about us and our catering services.**

We love food and hope you will love what we provide for you at your school.

We embrace natural ingredients, love seasonal produce, and develop ethical trading with many of our suppliers. Our meat, fruit & vegetables and bakery is all sourced from suppliers as near to the school as we can. Our menu meets the **SILVER** Food for Life Standard.

Our menus are refreshed every term to ensure we reflect the changing seasons and trends from the high street. 95% of all our food is freshly prepared from scratch on site by our team, so if you have a fantastic recipe you would like us to consider, come and talk to us at any time you visit the facilities.

Look out for our special offers and promotions throughout the year! We are also proud to say all our meals are nutritionally compliant the Government Standards for Food Served in Schools.

You can find out more about us on our website [www.caterlinktd.co.uk](http://www.caterlinktd.co.uk)

## Get in touch

Please feel free to contact our friendly team. Our Manager will be happy to talk with you and answer any questions you may have.

If you would rather not talk then simply fill in one of our comment cards



## The Price is Right.....

We believe in keeping prices as low as we possibly can so always ask about our meal deals and loyalty schemes to ensure you get the best value you can for your school meals.....all our meal deals are £2.00 and look out for our termly promotions and special offers!



Item	Price
2 course meal deal, pasta / jacket deal or packed lunch deal	£2.40
Mineral Water 500ml <b>Deal always available of 2 for £1</b>	80p
Hot Snacks at Break	from 20p
Dessert & Fruit Pots	from 90p
Cakes and Tray Bakes	from 75p

*\*Please note that the above prices reflect 2022-23 academic year and will vary for 2023-2024.*



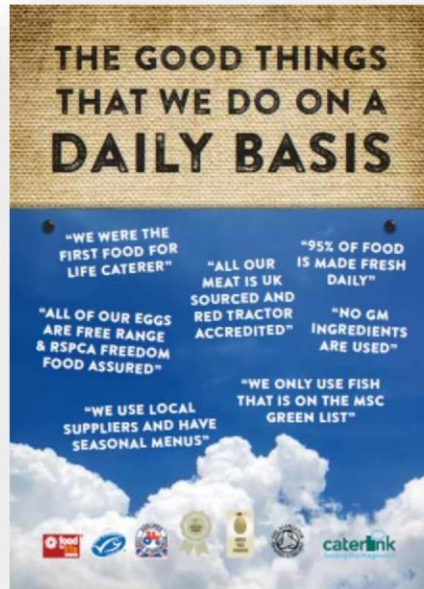
Turn over for more info.....

# Catering Services at Workington Academy

just some of our great food offers that will be available every day at lunch.....

## 5 Key Facts about our SILVER Menu

1. The standard is 75% but at least 95% of our food will be freshly prepared on site by our team
2. We can trace all our meat back to the farm at which it was reared.
3. No fish served is on the MSC fish to avoid list
4. 5% of the ingredients we use are organic
5. All our Chicken and Eggs are RSPCA Certified Freedom Foods



Available daily in the main dining room will be our core menu with meat and vegetarian choices; pasta, jackets and home made soup; once a fortnight we will offer our great new concept "Mexican Kitchen" with rice, tacos or burritos, with our lovely fresh salsas and nachos. We will also have available daily our curry and rice which you can have in a pot or on a plate. Freshly baked daily will be a selection of our home bakes

## Coming Soon...



Macaroni Cheese with a twist!....

will be launching in the Autumn term; why not let us have your suggestions for the next new concept.....

## New...



Our new Food concept Quirky Bird is a real treat; marinated chicken and a choice of sides; onion rings, potato wedges, mash potato or coleslaw to choice from.



We do lots of our grab n go offer in half sizes so why not try our deal – just choose any 4 of the items labelled for the school meal deal price of £2.00; all available from Break time.

At lunch time we also have a great range of hot snacks and street food served in pots from £1



# Caterlink Tariff

## Example Menu

### Cold Drinks

Calypto cuplet 85ml	£0.50
Juice burst 330ml	£1.30
Suso cans 250ml	£1.15
Fruit Juice 200ml	£0.70
Water 500ml	£0.85
Flavoured Milk	£1.00
Radnor	£1.10
Capri Sun	£1.10
Flavoured Water	£1.15

### Morning Break

Toast & Butter	£0.35
Crumpet & Butter	£0.50
Hash Browns with cheese	£1.75
Bacon Bap	£1.80
Sausage Bap	£1.80
Belgian Waffle	£1.15
Pizzini	£1.85

### Portions

Sauce Portion	£0.12
Jam Portion	£0.12
Flora / Butter Portion	£0.12

### Lunch

Soup	£0.95
Soup and roll	£1.25
Beef burger	£1.85
Filled Jacket from	£1.50
<i>Extra filling</i>	£0.50
Chicken burger	£1.85
Chips (Friday only)/ Wedges	£1.40
Salad (self help)	£1.60
Salad pot medium	£1.40
Main meal	£2.05
Meal deal	£2.40
Fresh baked pizza Slice	£1.46
Pasta and Sauce	£1.90
Pasta meal deal	£2.40
Pasta, Sauce and Cheese	£2.10
Roast dinner	£2.10
Vegetables	£0.50
Mash potato	£0.50
Side salad	£0.40
Beans	£0.50
Cheese	£0.50
Boiled egg	£0.50
Cake and custard	£1.00
Custard	£0.20

### Grab and go

Cold baguette from	£2.10
Hot baguette from	£2.10
Wrap from	£2.10
Sandwich from	£1.60
Deluxe Sandwich from	£1.80
Deluxe Baguette from	£2.25
Pasta salad pot	£1.60
Sausage Roll	£1.75
Large pineapple pot	£1.00
Small pineapple pot	£0.55
Large grape pot	£1.00
Small grape pot	£0.55
Large melon pot	£1.00
Small melon pot	£0.55
Piece of fruit	£0.40
Large Jelly pot	£1.00
Small Jelly pot	£0.55
Granola pot	£1.00
Yogurt	£1.00
Biscuits triple pack	£0.80
Tray Bake	£1.10
Delight pot	£1.00
Dessert	£1.00
Cheesecake Pot	£1.00
Small Cheesecake pot	£0.55

Adult purchases will be subject to VAT at the current rate.

*\*Please note that the above prices reflect 2022-2023 academic year and will vary for 2023-2024.*





# Winter Lunch Menu



**Week 1. 2nd Sept, 23<sup>rd</sup> Sept, 14<sup>th</sup> Oct, 4<sup>th</sup> Nov, 25<sup>th</sup> Nov, 16<sup>th</sup> Dec**

**Sample Menu**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main Meal</b>	Chicken Tikka Masala with Rice	BBQ Sausage Pasta Bake		Cheese Burgers With Cajun Potatoes	Sausage or Fish and Chips with Veg
<b>Vegetarian Main Meal</b>		Quorn Stir Fry with Sweet Chilli Sauce and Rice	Vegetarian Chilli with Rice	Leek & Potato Bake	Cheese & Onion pasty
<b>On the Side</b>	choose from our selection of fresh vegetables, salad, potatoes, rice and pasta our daily menu will confirm the days offer. Chips are served on Friday.				
<b>Grab &amp; Go</b>	Choice of Hot Filled Baguettes, Pizza, Savoury Pastry and Rice or Pasta Pot	Choice of Hot Filled Baguettes, Pizza, Savoury Pastry and Rice or Pasta Pot	Choice of Hot Filled Baguettes, Pizza, Savoury Pastry and Rice or Pasta Pot	Choice of Hot Filled Baguettes, Pizza, Savoury Pastry and Rice or Pasta Pot	Choice of Hot Filled Baguettes, Pizza, Savoury Pastry and Rice or Pasta Pot
<b>Salad Bar</b>	A selection of Fresh Salads, Jacket Potatoes with a choice of Hot & Cold Fillings	A selection of Fresh Salads, Jacket Potatoes with a choice of Hot & Cold Fillings	A selection of Fresh Salads, Jacket Potatoes with a choice of Hot & Cold Fillings	A selection of Fresh Salads, Jacket Potatoes with a choice of Hot & Cold Fillings	A selection of Fresh Salads, Jacket Potatoes with a choice of Hot & Cold Fillings
<b>Dessert</b>	Hot Sweet of the Day	Hot Sweet of the Day	Hot Sweet of the Day	Hot Sweet of the Day	Hot Sweet of the Day



## 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](mailto: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.

# Cumberland 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.