



# A parent/carer guide to joining The Whitehaven Academy

## Be The Best YOU Can Be!

Dear future history makers, Parents and Carers,

Please find enclosed our Admission Information Pack for Year 7's joining The Whitehaven Academy, which we hope you will find useful in helping you to prepare for your transition to The Whitehaven Academy. In this pack you will find lots of information regarding uniform, equipment, term dates, timings of the school day, the Year 7 curriculum, catering information, as well as some links to Cumberland Council documents such as 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 transition to The Whitehaven Academy on our dedicated transition website section, which can be found at <https://www.whitehavenacademy.org.uk/parents-info/transition>

Please do also keep an eye on The Whitehaven Academy social media pages and website that are updated regularly and contain lots of information about our Academy, students and experiences. You will also be able to find us on Facebook and Instagram. We are very excited that you are going to be joining 'Team Year 7' at The Whitehaven Academy 2026-27 and that you are all soon going to become part of The Whitehaven Academy family. If you do have any questions or queries at any time – please do not hesitate to contact me at [fyden@whitehavenacademy.org.uk](mailto:fyden@whitehavenacademy.org.uk) or contact the Year 7 Team at [transition@whitehavenacademy.org.uk](mailto:transition@whitehavenacademy.org.uk)

Kind regards,

Mrs Fiona Ryden  
Director of Learning - Year 7 Transition



# Content

Content	Page(s)
Transition Timetable - The Road to September 2026	3
Home - Academy Agreement	4, 5, 6
The Year 7 Team	7, 8
The Academy Day	9
CET Term Dates	10
School Uniform	11, 12
Equipment Do's and Don't's	13
Behaviour and Rewards	14, 15
Form Time and the role of the Form Tutor	16
Parent Communication Systems	17
The Curriculum	18, 19
Attendance & Safeguarding	20
Cumberland Council School Transport	21
Frequently Asked Questions	21

# The Road to September

All admission paperwork to be completed and submitted back to the Academy for the following deadlines:

- Getting To Know You - **1st May 2026**
- Admission Form - **15th May 2026**
- Permission Form - **15th May 2026**
- Sign and submit Home-Academy Agreement – **15th May 2026**

## May 2026

## June 2026

- Close liaison continues between The Whitehaven Academy and all primary schools, including handover meetings, visits and contact made with all primary schools
- Transition website pages launched and updated regularly
- Form Tutors and form groups assigned - students will receive a letter detailing this
- Bespoke meetings/transition to enable appropriate planning for SEND and medical needs

**Wednesday 1st July** – Team Year 7 Transition Day – Spend the day in your new form group completing a range of team building activities and sampling subjects within the school day.

**Wednesday 1st July** – Tutor Meeting Evening – An opportunity to meet your new Form Tutor and key staff.

## July 2026

**Monday 20th July – Friday 24th July 2026**

Come along and take part in a range of fun and enriching activities in your new school. Get to know other new Year 7 members and familiarise yourself with key staff and the Year 7 team.

Further details and online application form will be sent to you in due course.

## The Whitehaven Academy Summer School

**Thursday 3<sup>rd</sup> September 2026**

Start of Autumn Term –  
First Day at The Whitehaven Academy

Students meet in the main hall at 8.45am

## September 2026



# The Home - Academy Agreement

## As a Parent/Carer:

### As a Parent I will:

- Support all the policies and strategies that the school uses to keep a positive working atmosphere.
- Encourage my child to be positive about all aspects of school, including homework and the many other opportunities offered.
- Ensure that my child attends school consistently and punctually, providing school with a note to cover any absence; recognising the potential incurrance of a fine for term time holidays.
- Ensure that my child wears full school uniform, takes pride in their appearance and brings the correct equipment for each day.
- Inform the school of any concerns about my child's education, attend meetings at school to discuss progress, learn about the work of the school and regularly update school of any factors which may affect my child's performance or participation.

## As a Student:

### As a Student I will:

- Be polite to other people in school and in the community; behave in an honest and sensible manner, showing respect for the fabric of the school and for my own and other people's property.
- Approach school life with a resilient mindset and a positive attitude to learning.
- Consistently attend school on time.
- Wear the full school uniform and take a pride in my appearance.
- Bring to school the appropriate equipment I need each day.
- Complete all tasks set as well as I possibly can and hand them in on time.
- Be a responsible member of the school community.



# The Home - Academy Agreement

## As an Academy:

### As an Academy We Will:

- Deliver a high quality, exciting curriculum.
- Treat all students as individuals, building on their strengths and developing their resilience.
- Keep the family informed of student's progress and achievements.
- Ensure that all staff members act as role models to the student community, set high expectations and set clear boundaries. Use rewards and where necessary the school consequences in a consistent way.
- Set challenging but achievable targets for each student and regularly share and explain these with parents and students.
- Ensure effective communication between school and home.
- Expect high levels of good behaviour where students show respect for others and take responsibility for behaviour.

Signed: ***The Whitehaven Academy***

## Together We Will:

### Together We Will Provide:

- The encouragement your child needs to be the best they can be.
- The environment for your child to aim high academically and become a happy, self-confident and responsible member of the community.
- A safe and secure environment where your child can grow and develop.
- An open and respectful communication system to encourage positive relationships.
- A consistent approach to address behaviour issues.
- An ethos of mutual respect for people of all cultures and communities.



# The Home - Academy Agreement

## Parent / Carer Task

Please scan the QR code to sign that you agree with the home-academy agreement.

Thank you.

Home - School Agreement  
September 2026





# The Year 7 Team

## **Mrs Fiona Ryden**

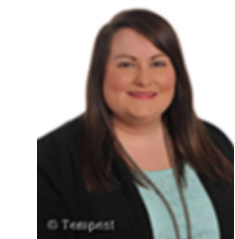
Director of Learning Year 7

Mrs Ryden leads the transition team to ensure students have everything they need to be successful. Along with the leadership team, Mrs Ryden will oversee academic progress and ensure students have every opportunity, both in and outside of lessons, to reach their full potential.



## **Miss Deborah Lowery**

Deputy Director of Learning Year 7



Miss Lowery supports Mrs Ryden and works closely with the team on transition projects and leading tutors.

## **Mr Sam Meredith**

Student Engagement Officer

Mr Meredith is responsible for pastoral care and will support students with emotional or social concerns, helping them to make the right choices about behaviour.

Mr Meredith works closely with students and families in overcoming challenges and barriers to any learning.





# The Year 7 Team

## **Mrs Sharon Fox**

Student Provision Officer



Mrs Fox provides guidance and support for students with social and emotional, attendance or underachievement issues. She works closely with students and families to overcome barriers to learning and is our safeguarding lead in Year 7.

## **Mrs Marie McMurdo**

SENCO



Mrs McMurdo and the learning support team will ensure that the appropriate support for students with SEND are in place prior to them starting. The Learning Support team will then work closely with students and parents to make sure that provision is sustained.

## **Miss Aimee Carr**

Senior Teaching Assistant with responsibility for Year 7



Miss Carr works closely with Mrs McMurdo and primary schools to support students with SEND through the primary to secondary transition process and throughout Year 7.

# The Academy Day

## The Academy Day

Our school day begins at 8:45am each morning and finishes at 3:15pm. The day is divided into five periods, plus a morning break and a lunch break. The total length of each school day is 6 hours 30 minutes and the total of our core school week is 32 hours 30 minutes.

## Punctuality

Students are expected to be in their form rooms at 8:45am. It is important that students arrive to school prior to this time so that they are calm and prepared for the day ahead, ready to learn.

## Registration

All students will follow the same registration theme. To maximise on this time, this activity will be planned centrally by the Senior Leadership Team and delivered by form tutors.

## Assembly Times and Days

### Lunch

Assembly times for each day	Monday	Tuesday	Wednesday	Thursday	Friday
8.45 – 9.10 am	Year 10	Year 11	Year 7	Year 8	Year 9

Lunch runs on a rota basis.

## Timings of the Day

(\*) Please note that year groups 7, 8 and Sixth Form will have a split lesson over lunch in period 4 - shown below as 4a and 4b.

Year Groups: 9, 10, 11	Timings	Year Groups: 7, 8, Sixth Form	Timings
Arrival	08:40 - 08:45	Arrival	08:40 - 08:45
Registration	08:45 - 09:10	Registration	08:45 - 09:10
Period 1	09:12 - 10:12	Period 1	09:12 - 10:12
Break	10:12 - 10:27	Period 2	10:14 - 11:14
Period 2	10:29 - 11:29	Break	11:14 - 11:29
Period 3	11:31 - 12:31	Period 3	11:31 - 12:31
Lunch	12:31 - 13:11	Period 4A (*)	12:33 - 13:11
Period 4	13:13-14:13	Lunch	13:13 - 13:53
Period 5	14:15-15:15	Period 4B (*)	13:53-14:13
End	15:15	Period 5	14:15-15:15
		End	15:15



# CET Term Dates

Term	Event	Date
Autumn Term	INSET DAY (students/pupils not in school)	Tuesday, 1 September 2026
Autumn Term	INSET DAY (students/pupils not in school)	Wednesday, 2 September 2026
Autumn Term	Autumn term begins	Thursday, 3 September 2026
Autumn Term	HALF TERM	Monday 26 October – Friday 30 October 2026
Autumn Term	Autumn term ends	Friday, 18 December 2026
Autumn Term	CHRISTMAS HOLIDAYS	Monday 21 December 2026 – Friday 1 January 2027
Term	Event	Date
Spring Term	Spring term begins	Monday, 4 January 2027
Spring Term	HALF TERM	Monday 15 February – Friday 19 February 2027
Spring Term	Spring term ends	Thursday, 25 March 2027
Spring Term	EASTER HOLIDAYS	Friday 26 March – Friday 9 April 2027
Term	Event	Date
Summer Term	INSET DAY (students/pupils not in school)	
Summer Term	Summer term begins	Monday, 12 April 2027
Summer Term	BANK HOLIDAY	Monday, 3 May 2027
Summer Term	HALF TERM	Monday 31 May – Friday 4 June 2027
Summer Term	Summer term ends	Friday, 16 July 2027



# The Academy Uniform

## Our Uniform

White Shirt

Black Trousers or Skirt (skirt no shorter than 2 inches above the knee please)

Grey Blazer with blue trim (from our supplier)

Optional Grey Jumper with blue trim (from our supplier)

Orange Tie with navy and silver stripes (from our supplier)

Black School Shoes (no trainers, pumps, Converse)



## PE Kit

Blue T-Shirt (from our supplier)

Blue Shorts (from our supplier)

Optional Hoodie for Boys and Girls (from our supplier)

Girls can wear black leggings

Boys can wear black joggers

Black/White Trainers



# The Academy Uniform

Uniform Summary				
Item	Compulsory item	Optional item	From School Supplier	General Purchase Item
<b>School Uniform</b>				
White Shirt	X			X
Black Trousers or Skirt	X			X
Grey Blazer with blue trim	X		X	
Optional Grey Jumper with blue trim		X	X	
Orange Tie with navy and silver stripes	X		X	
Black School Shoes	X			X
<b>PE Kit</b>				
Blue T-Shirt	X		X	
Blue Shorts		X	X	
Hoodie for Boys and Girls		X	X	
Girls – black leggings	X			X
Boys – black joggers	X			X
Black/White Trainers	X			X

## Make up, Jewellery and Nails

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 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.



The QR code will take you to our supplier's page



# Equipment

For each day at the Academy students require:

- Reading book – available in school or brought from home
- Pencil case containing:
  - 2 x black pens
  - 1 x green pen
  - 2 x pencils
  - 1 x ruler
  - 1 x rubber

# Chewing Gum & 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.

# 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. Phones must never be kept in shirt or blazer pockets. If a student has a phone out or visible without permission it will be confiscated and not returned to the student that day. A parent / carer will be requested to collect the phone on the day or it will be returned to the student at the end of the week.



# Behaviour Expectations

The relationships which all of our of school community build with one another are incredibly important to us at The Whitehaven Academy. We have high expectations of the conduct of all members of our school community and our aim is to ensure that all students are able to maximise their learning time in lessons, through excellent teaching and focused learning.

We focus on positive behaviours and have a set of 9 demonstrable behaviours which we expect all of the school community to follow. These behaviours are linked to Cumbria Education Trust's core values of respect, responsibility and resilience and are detailed below:

## Respect

- Use good manners. (Please, thank you, you're welcome, holding doors)
- Actively listen and respond positively. (If someone is talking, focus and look at them whilst listening silently)
- Value difference. (Celebrate the differences in each other; listen and accept that people may have a different point of view; give people chance to voice their opinion)

## Responsibility

- Self-regulate. (Understand that your actions are your own – take responsibility to behave positively)
- Attend, be on time and engage
- Create a calm and organised environment. (Quiet voices, calm walking manner, have all the necessary equipment out and be ready to learn)

## Resilience

- Seek help and accept support. (Don't give up on a task – try it, and ask for help)
- Have courage, encourage others. (Be resilient and have a 'I can do it' attitude. Support and encourage classmates to find the answers)
- Learn from mistakes. (Read and listen to feedback. Act on it and improve)



# Behaviour Expectations

Where students get a situation wrong, we have a simple behaviour ladder of steps and consequences that we aim to apply consistently.

- C1 – Verbal warning
- C2 – Restorative talk with class teacher
- C3 – 30 minute after-school detention
- C4 – 60 minute after-school detention
- C5 – Inclusion

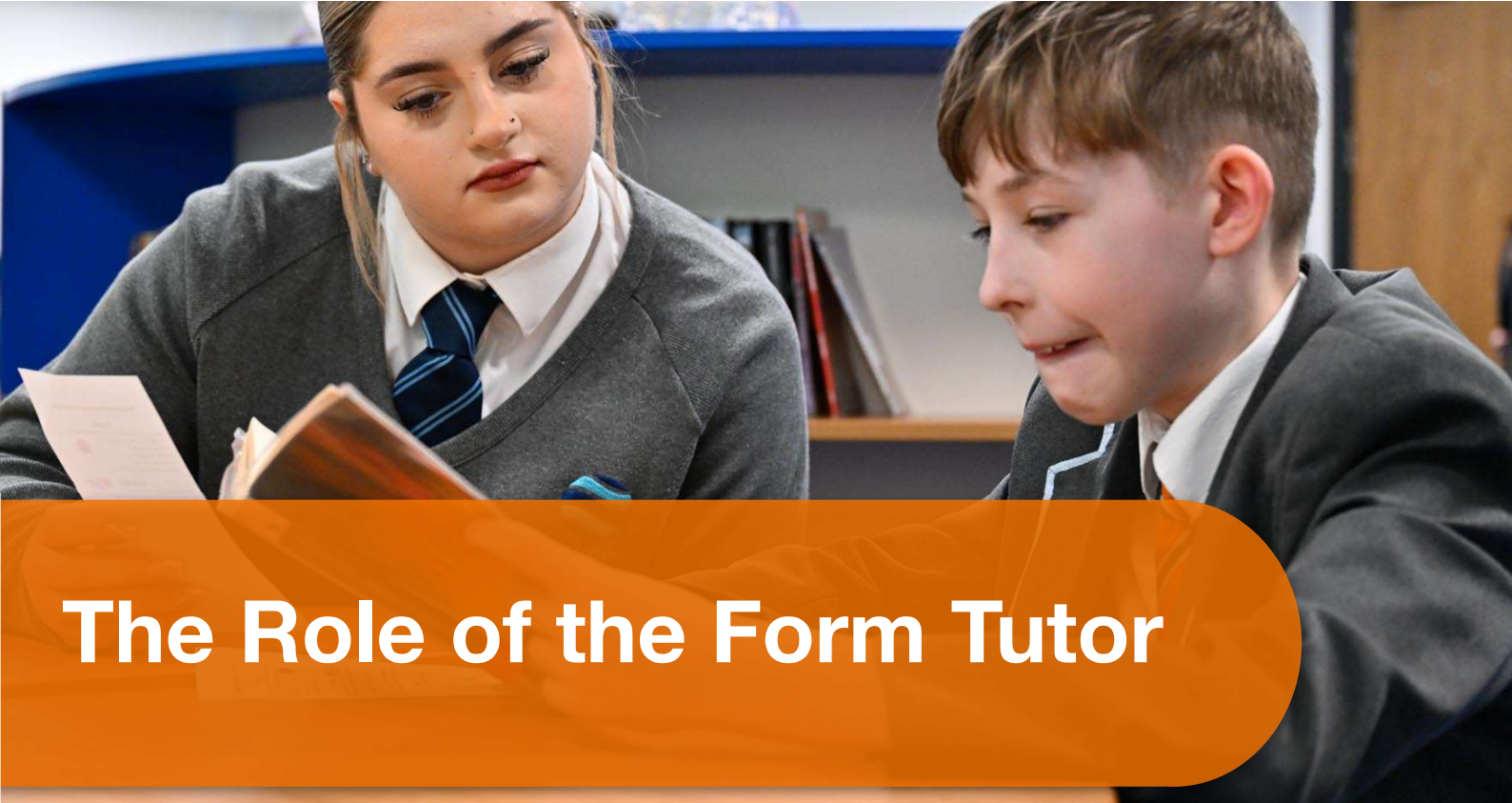
# Rewards

At The Whitehaven Academy, we believe in recognising and celebrating student success through our rewards system. Students earn points for positive behaviour, academic effort, attendance, and contributions to school life.

As they accumulate points, they work their way through a series of achievement badges: Bronze (150 points), Silver (300 points), Gold (500 points), and the prestigious Diamond Badge (1000 points).

Each level reflects a student's commitment and consistency, and badges are awarded in celebration assemblies throughout the year. It's our way of saying well done and encouraging all students to aim high and stay motivated.





# The Role of the Form Tutor

At The Whitehaven Academy the form tutor plays a crucial role in the overall development and well-being of our students. They serve as the main point of contact between students, their parents, and the school. Their key roles include:

## 1. Pastoral Support:

- Emotional well-being: Form tutors often provide emotional support, helping students with any personal or social issues they might face.
- Attendance and punctuality: They monitor students' attendance and punctuality, ensuring they attend school regularly and on time.
- Behavioural guidance: Form tutors help track and monitor behaviour trends and praise points. Form Tutors will ensure that school expectations are clear and understood each morning in regards to uniform, equipment and behaviour.

## 2. Communication:

- They act as the main communication link between the school, parents, and students. They keep parents informed about their child's academic progress, behaviour, and well-being, and should be the main contact in school for parent's/carers.

## 3. Student Welfare and Guidance:

- Support with transitions: They help students manage transitions, whether that's from one year to the next or adjusting to secondary school life in general.
- Mentoring: Form tutors often provide guidance on personal development, career advice, and study skills.

## 4. Building Relationships:

- Trust and rapport: The form tutor is often the person students turn to if they need advice, support, or just someone to talk to. Building a strong, trusting relationship with their tutor is an essential part of a student's school experience.

## 5. Development of Life Skills:

- Form tutors help students develop important life skills, such as organisation, resilience, and teamwork, and often lead or participate in activities that foster these skills.

Overall, the form tutor is central to creating a supportive environment for students, where they can thrive both academically and personally.



# Parent Communication Systems

As your child prepares to join us in Year 7, we want to let you know about the key online platforms we use to help you stay connected and support your child's learning:

## **EduLink One**

EduLink is our main communication and information platform. As a parent, you'll be able to:

- See your child's timetable, attendance, and behaviour records
- View school reports and important messages

You can access EduLink via the website or free mobile app. Login details will be shared with you at the start of September.

## **Satchel One**

Satchel One is used to help students stay on top of their homework and develop great organisational skills. On this platform, you and your child can:

- View all homework that's been set by teachers
- See due dates, instructions, and resources
- Get notifications for upcoming tasks

Parents can log in using their own account to support their child with managing homework effectively. Login details will be shared with you at the start of September.

## **MyEd**

MyEd is a free school communication app that gives you easy access to:

- Important school messages, reminders and letters
- Update contact details
- Absence reporting – let us know if your child is off sick
- Key dates and calendar events

Once you download the app, please ensure you switch notifications on. The app will link to your child once they start in September.

## **ParentPay**

ParentPay is our secure online payment system. It's used to:

- Pay for school meals, and trips
- Add money to your child's lunch account
- Avoid sending cash into school

You'll receive an activation letter with your login details once your child is enrolled. Once your account is set up, you can top up and make payments online or through the mobile app.



# The Curriculum

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

Year 7 Curriculum	Hours p/w
<b>Subject</b>	
Art	1
Computing	1
Design and Technology	2
English	4
French **	2
German (additional language with French time)	
Geography	2
History	2
Mathematics	4
Music/Performing Arts	1
Personal Development/ Religious Education	1
Physical Education	2
Science	3



# The Curriculum

In Year 7 the curriculum subject topics are shown below:

	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
English	Time for an Adventure. Reading: Ruby in the Smoke Writing: Adventure Writing		Man, Myth and Magic-Play Reading: A Midsummer Night's Dream Writing: Dramatic Writing		Reading: The Romantics- Poetry Writing: Transactional Writing	
Maths	Algebraic Thinking	Place Value and Proportion	Applications of Number	Negative Numbers and Fractions	Lines and Angles	Reasoning with Number
Biology	Cells & Movement		Ecosystems		Reproduction	
Chemistry	Earth Structure		Particles and Elements		Metals and Non-Metals Acids & Alkalis	
Physics	Forces & Space		Electrical Circuits & Light		Energy	
French	Je me presente- All About Me		Les animaux- Animals		Mon collège- My School	
German	Ich stelle mich vor- All About Me		Die Tiere- Animals		Meine Schule- My School	
History	Early Britain	Norman England	Medieval Life	Medieval Religion	Royal power in the Middle Ages	Castles: A historic site study of change over time
Geography	Being a Great Geographer	Marvellous Map Skills	Raging Rivers	Super Rocks and Soils	Amazing Africa	Glorious Glaciers
Computing	Impact of Technology - Technology in Our Lives & Online Safety	Networks - Basic of Computer Networks	Using Media - The Office 365 Suite	Programming in Scratch		Modelling Data - Working in Excel
Art & Design	Skills and Elements of Art		Endangered Animals and Environments		Architecture	
Design and Technology	Design – E-Graphics Pop Up Card		Educational Board Games		Textiles	
Food and Nutrition	Healthy Eating, Leading a Fruitful Life		The Eatwell Guide and Multicultural Cuisine		Properties of Ingredients, Cake Making and Baking	
Music	Building Bricks		Keyboard & Ukulele Skills		Music & Space	
Performing Arts	Superheroes		Drama Skills		Musical Theatre – Bugsy Malone	
PD / RE	Health & Wellbeing	Introduction to Philosophy	Relationships (RSE)	Introduction to World Religions	Living in the Wider World Prejudice & Discrimination	Forgiveness
Physical Education	Football, Netball, Rugby, Badminton, Cricket, Dance.		Dodge Ball, Health Related Fitness, Table Tennis		Athletics, Tennis, Softball, Football, Cricket	

Version 1.1



# Attendance

At The Whitehaven Academy we have high expectations of school attendance. Within school, students are learning important social skills as well as ensuring they are able to progress as much as possible in the academic aspect of their education.

At The Whitehaven Academy we strive for all students to achieve 96% attendance throughout the academic year. We understand that on occasion illness cannot be helped, however, we want every student, and parent/ carer, to work with us in helping to achieve this target.

Every term we reward excellent attendance as well students who have managed to improve their attendance from one term to the next. Where attendance drops below 95% the Learning Provision Team will work closely with families in a supportive way, through communication, meetings and attendance action plans, to ensure that attendance is improved and that any barriers to coming into school, are removed.

# Safeguarding

The Whitehaven Academy recognises that the welfare and safeguarding of its students is a priority. The DfE defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

To contact a member of the Safeguarding Team, please scan the QR code:





# Cumberland Council School Transport

Use the QR code to go to the council website to find out if you are eligible for council school transport and to make an application.

Please be aware that The Whitehaven Academy has no input into council school transport applications. This can only be organised via contact with Cumberland Council.

Please apply for school transport if required, as soon as possible. **The deadline is 31st May 2026.**



## Frequently Asked Questions



Scan the QR code to take you to our Frequently Asked Questions page of our website.