



Kind

Ambitious

Determined

Headteacher: Mr G Green

22 July 2025

## Getting your child ready for September (Letter 1)

Dear Parents / Carers,

As we have come to the end of this school year, I'd like to share some key information to help ensure a smooth and successful start to September. Please take a moment to discuss these details with your children so they are clear on the expectations and procedures for the new academic year. We will also be reinforcing these expectations in school to ensure we are all clear and working together and ready for a positive start and a great academic year 2025–2026.

I'm sure you'll agree that this year has seen a significant increase in activities and opportunities—from more trips and sporting events to musical, arts, and academic enrichment programs. As a staff team, we remain ambitious and are already planning an even broader range of experiences and learning opportunities for the year ahead.

This letter is the first of several communications you'll receive before and during the summer holidays, all designed to keep you, and your child informed and prepared for the next steps in our school community.

### Staffing

As we approach the end of the academic year, we will be saying goodbye to a few valued members of staff who are moving on for a variety of reasons. We thank them for their contributions and wish them all the best in their future endeavours. You can find more details about their departures below.

Looking ahead to September, we're excited to welcome several new staff members to our team (see below for introductions). These appointments further strengthen our school community and ensure that staffing remains stable and consistent.

We're also expanding our support in key areas, particularly pastoral and SEND. This decision reflects our ongoing commitment to ensuring that every area of school life is well resourced and that all pupils receive the support they need throughout their educational journey.

### Staffing Appointments for September 2025

**Mr J. Clegg** (Teacher of Science)  
**Ms L. O'Brien** (Teacher of Science)  
**Ms G. Newman** (Teacher of Social Sciences)  
**Mr B. Rangphet** (Teacher of Maths)  
**Mr R. Davis** (Teacher of Technology & Art)  
**Dr J. Debney** (Head of Art & Technology)  
**Mrs S. Boyle** (2<sup>nd</sup> in Art & Technology)  
**Miss A. Collins** (Head of Physical Education)  
**Mr W. Griffiths** (Student Support Leader)  
**Dr C. Stewart** (EPQ Coordinator – Sixth Form)



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## Staff Leaving

**Ms T. Smith** (Head of Art & Technology) - Leaving to go travelling across the world.

**Miss T. Mountford** (Teacher of Science) - Congratulations to Ms Mountford on her promotion to Head of Science at another Trust school.

**Dr C. Gillis** (Teacher of Science) - Leaving to teach Science in Dubai.

**Ms D. Cella** (Teacher of Computing) – Leaving to continue with her business.

**Mx L. Bunting** (Student Support Assistant) – Leaving to study Astrophysics at university.

**Mr T. Hulatt** (Technology Technician) - Alternative employment.

## Meet the Senior Leadership Team



Mr G. Green  
Headteacher



Mr K. Marshall -Smith  
Deputy Headteacher  
Quality of Education



Miss M. Heeley  
Assistant Headteacher  
Attendance & Keystage 3  
Achievement



Mr S. Gray  
Assistant Headteacher  
Safeguarding & Personal  
Development



Mrs L. Marshall - Smith  
Assistant Headteacher  
Head of Sixth Form &  
Teacher Development



Miss K. Woodrow  
Assistant Headteacher  
Inclusion & SEND



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Mrs S. Hirst  
Associate Assistant Headteacher  
Community Engagement



Mrs V. Dewson  
Associate Assistant Headteacher  
Achievement Key Stage 4



Mrs C. Lane  
Senior Executive  
Supportive Manager



Mrs N. Daultrey  
PA to Headteacher

## Pastoral Team

As always, we review and reflect on our year and always look to enhance all aspects of our school systems. Our pastoral team and the support we provide for our pupils is a vital part of our school community, so I have therefore made the decision to further increase our staffing and enhance roles due to its importance. As you may remember last year, we added more staff to ensure your child got the right support at the right time. This has had a positive effect in terms of attendance, behaviour and the academic support your child can receive.





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## The Fakenham Academy Pastoral Staffing Structure



G. Green  
Headteacher  
SLT Lead  
Year 7



M. Heeley  
SLT Lead  
Achievement  
Year 8 & 9



S. Gray  
SLT Lead  
Behaviour & PD  
Year 8 & 9



K. Marshall - Smith  
Deputy Headteacher  
SLT Lead  
Year 10 & 11



L. Marshall - Smith  
Assistant Headteacher  
Sixth Form & Progression



S. Scoles  
Progress Leader  
Year 7



M. Cumming  
Progress Leader  
Year 8



S. Leat  
Progress Leader  
Year 9



S. Dack  
Progress Leader  
Year 10



I. Parr  
Progress Leader  
Year 10



V. Dewson  
Progress Leader  
Year 11



Sixth Form Pastoral  
Coordinator  
Year 12/13



Miss Sexton  
Student Support  
Leader

New Member of  
Staff & new role  
starting in  
September

Mr Griffiths  
Student Support  
Leader



Mrs Broughton  
Student Support  
Leader



Mrs Harvey  
Sixth Form  
Administrator  
Sixth Form



It is my pleasure to introduce you to our SENDCo, Miss Woodrow. Over the past few years Mrs. Woodrow has been working along extremely hard to further enhance our provision for SEND pupils. Mrs. Woodrow has worked at the school for the past 5 years teaching Business Studies and has a fantastic relationships with our pupils. I know that Mrs. Woodrow has already met with many of our parents and will continue to build these strong relationships throughout the year. If you have any questions regarding your child regarding SEND, please contact her directly.

## School Day

The structure of the school day will remain largely the same this year, with one slight change. After careful reflection, we have made a slight adjustment to the extended Period 5 session to further enhance the quality of education your child receives. This time will now be refocused to allow pupils to get support with homework and learning activities across the curriculum. While reading and literacy will continue to be a priority, these elements will now be delivered on specific days and integrated more broadly throughout our entire curriculum offer.



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Year 7, 9 and 11	
Time of Day	Activity
8:40	Warning Bell
8:45 – 9:05	Tutor Time
9:05 – 10:05	Period 1
10:05 – 11:05	Period 2
11:05 – 11:25	Breaktime
11:25 – 12:25	Period 3
12:25 – 1:00	Lunchtime 7, 9 and 11
1:00 – 2:00	Period 4
2:00 – 3:00	Period 5
3:00 – 3:20	Year 7 – 9 Guided Independent Study  Year 10 – 13 Strategic Exam Reading

Year 8 & 10	
Time of Day	Activity
8:40	Warning Bell
8:45 – 9:05	Tutor Time
9:05 – 10:05	Period 1
10:05 – 11:05	Period 2
11:05 – 11:25	Breaktime
11:25 – 12:25	Period 3
12:25 – 1:25	Period 4
1:25 – 2:00	Lunchtime 7, 9 and 11
2:00 – 3:00	Period 5
3:00 – 3:20	Year 7 – 9 Guided Independent Study  Year 10 – 13 Strategic Exam Reading

## Uniform and Standards

Throughout the year we have invested a huge amount of time speaking to staff, parents and students about uniform, practicality and cost. As a school we want to support parents with ensuring our uniform is affordable whilst also ensuring that our uniform policy is strictly adhered to. We have also reacted to the Government's new regulations to de-brand much of our uniform so that now, essentially only the blazer and PE top are branded with our logo. If your child still has other branded items of school uniform, then they can of course still wear these but moving forward there is no expectation to purchase other branded items.

In September, we will continue with our high expectations that all students will wear uniform correctly in school. If, therefore, a student arrives in school not wearing the correct uniform where possible, we will loan students laundered replacements of that item. Please also ensure a parental note is provided to us explaining the reason for the uniform infringement. If this is not done, we will assume this has been done intentionally and will treat it as a behaviour incident and place the student in reflection until we have had parental contact. This is because in the past, we have had incidents where parents, through no fault of their own, have simply been unaware that their child had slipped out of the house in the wrong uniform or that their child had changed on the way to school.

The whole point of uniform is to teach students to dress smartly, to take pride in their appearance and create a collaborative identity which shows belonging to a community of which students can be proud to represent. In being 'standard' (i.e. 'uniform'), it eliminates the chance for clothes worn to school to become a 'fashion parade' whereby certain elements become status symbols and in turn, this puts parents under pressure to buy them.



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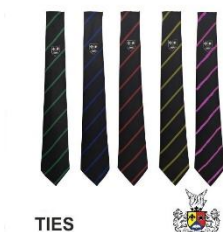
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## Blazer



### Additional Information

- Only academy issued badges (e.g. perfect badges) can be worn on blazers.
- Blazers must be always worn in the academy and should only be removed with the permission of the teacher
- Blazers however can be removed whilst playing on the hardcourts, field during break times and lunchtime. Blazers must be worn in the building at all times and must not be replaced by any other jacket or top.



### Additional Information

The Academy tie must be always worn correctly, which means that the top shirt button must be fastened. The tie colour will be designated to the students. Year 9 will wear purple ties, year 8 green ties and year 7 from September will be required to wear the red tie only.



### Additional Information

- Trousers should be tailored and plain black
- Tailored shorts can also be worn throughout the year.
- No hipsters/denim or denim imitation/corduroy/leggings/jeggings/skinny trousers/tight trousers/shorts/ski pants/combat/ flares/ decorative features
- No visible zips or rivets
- Trousers can be purchased from our uniform suppliers but other high street retailers can also provide these.



### Additional Information

- Long Pencil skirt (These must not be rolled up)
- Skirts must be no more than one hands width above the knee, ideally however it should just above the knee.
- Skirts must not be skinny, tight lycra or made of stretchy material



### Additional Information

- Top button must be fastened at all times
- Long/ short sleeved shirts are acceptable
- Long enough to be tucked in properly
- Plain (no frills or logos)





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### Additional Information

- Should be worn under the blazer
- Should not be worn instead of the blazer
- Must be a plain black with no logos
- Pupils can wear the Fakenham black jumper
- No hoodies or other zip jackets are allowed



### Additional Information

- Pupils are permitted to wear 1 ring, 1 watch and 1 pair of ear rings (one stud per ear lobe)
- Students are permitted to wear a clear plastic nose stud but no metal studs will be allowed. No other facial or body piercings are allowed. (Please note: If pupils chose to wear non permitted piercings they will be confiscated immediately)
- No body artistry (includes Henna)
- No spacers or stretchers

## Shoes



### Additional Information

- Shoes must plain black with the ability to be polished (Leather) – Completely black
- Low boots (ankle boots) are acceptable but high boots are not.



#### Additional Information

- Shoes must not be canvas, have bubbles or trainer like material
- No coloured logos or edging

### Mobile phones and Earphones

Mobile phones are not to be used within the school site, they are to be switched off as soon as you enter the school grounds and may only be switched on after leaving the school grounds. This means that students can only use mobile phones outside the school. If students choose to bring a mobile phone to school, they must keep it in their bag, switched off, and out of sight. If students have a mobile phone out in the corridor or switched on, a member of staff will confiscate this and hand it in to student reception where they can collect it at the end of the day. If a phone is confiscated for 2 times or more, the phone will be kept in student reception and returned when a Parent/Carer has come into school to pick this up. At this point a plan will be jointly made with parents and the student about unacceptable phone use.

### Uniform Donations

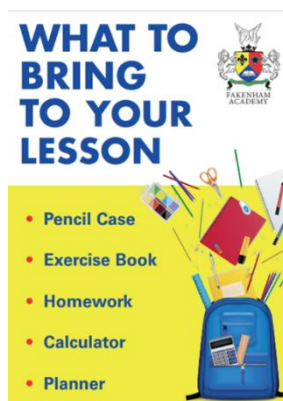
We will always accept donations of clean, good condition school uniform that your child has grown out of, and you no longer need. Our Uniform Exchange aims to encourage parents and carers to recycle and donate old school uniform items rather than putting them in the bin. There are many families who can no longer receive a school uniform grant and would benefit greatly from your generosity. Please drop these off in the school reception.

### Equipment

Please remember to ensure that your child is fully equipped for learning in September 2025 by having the basic stationery kit list as follows;

#### **Standards (Equipment)**

Writing pen (x2 Blue/Black)  
R & R Pen (Green)  
Pencils (x2)  
Ruler  
Scientific Calculator







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If there are any financial concerns in the purchase of school shoes or the stationery kit then please do contact our Pastoral team.

### **IMPORTANT - Term Dates – Academic Year 2025-26**

There have been some changes to the term dates for next academic year. Our revised term dates can be found on our website here: [Term Dates - Fakenham Academy](#)

Again, I would like to thank each and every one of you for your continuous support of the Academy. The many messages of personal thanks we have already received are very much appreciated by staff.

Best wishes to you all for a happy, safe and relaxing summer break with your family.

Yours Sincerely,

*G. Green*

Mr. Green  
Headteacher