



Kind

Ambitious

Determined

Headteacher: Mr G Green

17 July 2026

Getting your child ready for September (Letter 1)

Dear Parents / Carers,

As we reach the end of another successful school year, I would like to share some important information to help ensure a smooth and positive start to the new academic year in September. Please take a few moments to discuss the information in this letter with your child so that they are clear about the expectations, routines and procedures for the start of term. These expectations will also be reinforced in school, ensuring that we work together to provide every student with the best possible start to the 2026 – 2027 academic year.

I am sure you will agree that this year has seen a significant increase in the opportunities available to our students. From educational visits and sporting fixtures to musical performances, creative arts and academic enrichment programmes, our students have benefited from a wider range of experiences than ever before. As a staff team, we remain ambitious for every young person and are already planning an even broader range of opportunities to inspire, challenge and support our students throughout the year ahead.

This letter is the first in a series of communications that you will receive before the start of the Autumn Term. Together, these updates are designed to ensure that you and your child feel well informed, prepared and excited for the new academic year, enabling every student to return in September ready to thrive within our school community.

Staffing

As we come to the end of the academic year, we will be saying goodbye to a small number of valued colleagues who are moving on for a variety of reasons. We would like to thank each of them for their dedication, commitment and contribution to Fakenham Academy, and we wish them every success in the next stage of their careers. Further details about these staffing changes can be found below.

Looking ahead to September, we are delighted to welcome several new members of staff to our team (see the introductions below). These appointments bring a wealth of experience, expertise and enthusiasm to the Academy, ensuring that our staffing remains strong, stable and well placed to support our students.

Staffing Appointments for September 2026

Miss C. Amey (Teacher of Science)

Mrs M. Ayres (Student Support Assistant)

Miss E Wright (Teacher of English)

Miss M. Boyle (Student Support Assistant) – Leaving to study at university.

Mr C. Davies (Student Support Assistant) – Leaving to work at a special needs school.

Mr C. Jackson (Art & Technology Technician) – Leaving to study at the Royal College of Arts in London

Meet the Team - Senior Leadership Team



Mr G. Green
Headteacher



Mr K. Marshall -Smith
Deputy Headteacher
Quality of Education



Mrs V. Dewson
Associate Assistant
Headteacher
Attendance & Key Stage 4



Mr S. Gray
Assistant Headteacher
Safeguarding, Personal
Development & Key Stage 3



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 C. Lane
Senior Executive
Supportive Manager



Mrs N. Daultrey
PA to Headteacher

Pastoral Team

As always, we take time to reflect on the year that has passed and continually review how we can strengthen every aspect of school life. One area that remains central to our success is the pastoral care and support we provide for our students. With this in mind, we have reviewed our pastoral structure and refined a number of roles and responsibilities to ensure that support is even more effective, responsive and aligned to the needs of our students.

Many of you will remember that last year we invested in strengthening our pastoral provision to ensure that students received the right support at the right time. This has had a positive impact on attendance, behaviour and the academic progress of many of our students. Building on that success, the revised structure for September will enable us to make the best possible use of our existing expertise, providing greater clarity of roles, stronger collaboration between teams and an even more effective support system for every student.



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The Fakenham Academy Pastoral Staffing Structure



S. Gray
Head of Key Stage 3



V. Dewson
Head of Key Stage 4



L. Marshall - Smith
Assistant Headteacher
Sixth Form & Progression



S. Scoles
Progress Leader
Year 7



I. Parr
Progress Leader
Year 8



M. Cumming
Progress Leader
Year 9



S. Leat
Progress Leader
Year 10



S. Dack
Progress Leader
Year 11



C. Broughton
Student Support
Leader



L. Sexton
Student Support
Leader

Vacancy
Student Support
Leader



S. Marshall
Sixth Form Pastoral
Coordinator
Year 12/13



J. Harvey
Sixth Form
Administrator
Sixth Form



It is my pleasure to introduce you to our SENDCo, Miss Woodrow. Over the past few years Miss. Woodrow has been working along extremely hard to further enhance our provision for SEND pupils. Miss. 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 Miss. 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 unchanged for the new academic year, with students continuing to benefit from the routines and opportunities that have supported a positive and productive learning environment.

Our commitment to developing students' literacy also remains a key priority. Reading, vocabulary development and high-quality communication skills will continue to be embedded throughout the curriculum, alongside dedicated opportunities to support students' reading and learning across all subject areas.



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Year 7, 9 and 11	
Time of Day	Activity
8:40	Start of day
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	Start of day
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 8, 10 and Sixth Form
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 past year, we have spent a considerable amount of time speaking with students, parents and staff about our school uniform, focusing on practicality, affordability and maintaining our high standards. As a school, we are committed to ensuring that our uniform remains affordable for families while continuing to promote a smart, professional appearance that reflects the pride we have in our school community.

We continue to review the Government's guidance on school uniform; we have significantly reduced the number of compulsory branded items over the past few years. Please remember that only the school blazer and PE top will require the school logo. If your child already owns other branded uniform items, they are very welcome to continue wearing them, but there is no expectation for families to purchase these items in the future.

As always, we will continue to have high expectations around uniform. Students are expected to arrive at school wearing the correct uniform every day and this will be checked each morning by a member of SLT at the entrance gate. Where possible, if an item of uniform is incorrect, we will provide a clean, laundered replacement so that students can continue with their learning without disruption.



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If there is a genuine reason why your child is unable to wear the correct uniform for that day, we simply ask that you let us know by providing a note, email or telephone call before they arrive at school wherever possible. This enables us to support your child appropriately. Without communication from home, we have to assume that the uniform expectations have been deliberately ignored. In these circumstances, students may be removed from lessons until we have spoken with a parent or carer. Unfortunately, our experience has shown that there have been occasions where parents have been unaware that their child had left home wearing incorrect uniform or had changed after leaving the house. By contacting home, we can ensure that we work together to resolve the issue quickly and fairly.

School uniform is about far more than clothing. It teaches students to take pride in themselves, prepares them for the expectations of the workplace, and reinforces that they are part of something bigger than themselves. A consistent uniform creates a strong sense of belonging and equality, removing unnecessary pressures around fashion trends and expensive clothing. It allows our students to be recognised for who they are and what they achieve, rather than what they wear, and helps ensure that every child arrives at school ready to learn.

Blazer



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.



TIES

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 10 will wear purple ties, year 9 green ties, year 8 red ties and year 7 from September will be required to wear the blue ties only. Our Year 11 students can continue to wear the colour tie they have been wearing this academic year.



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)



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

Creating a calm, focused and disruption-free learning environment remains one of our highest priorities. In line with the Department for Education's statutory guidance, Fakenham Academy will continue to operate a mobile phone-free school day. This allows students to fully engage in their learning, develop positive social interactions and reduces distractions throughout the school day.

Students may bring a mobile phone to school to support their journey to and from school if required. However, as soon as they enter the school grounds, mobile phones must be switched off, kept out of sight and stored securely in their school bag. Phones must remain switched off for the entire school day and may only be switched back on once students have left the school site.

This expectation also applies to earphones, headphones and any other personal smart devices unless their use has been specifically authorised by a member of SLT for educational or medical reasons.

If a student is seen using, carrying or displaying a mobile phone or earphones during the school day, the item will be confiscated and securely stored at Student Reception. It may be collected by the student at the end of the school day.

Where a phone has been confiscated on more than one occasion, we will ask a parent or carer to collect the device from school. This provides an opportunity for us to work together with families to reinforce our expectations and agree strategies to prevent further incidents.

Our mobile phone policy is not intended as a punishment; it is designed to protect valuable learning time, reduce distractions, support students' wellbeing and encourage positive face-to-face interactions throughout the school day. We appreciate the support of parents and carers in helping us maintain these high standards.

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.



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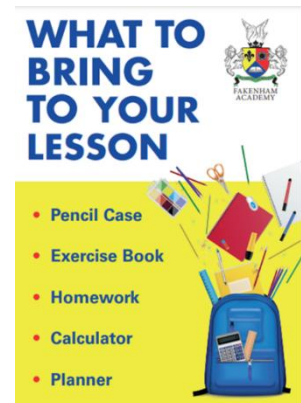
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Equipment

Please remember to ensure that your child is fully equipped for learning in September 2026 by having the basic stationery kit list as follows;

Standards (Equipment)

Writing pen (x2 Blue/Black)
Writing pen (Green) for Review & Reflect
Pencils (x2)
Ruler
Scientific Calculator



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

Term Dates – Academic Year 2026-27

Just a reminder that our term dates for Academic Year 2026-27 can be found on our website. [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