

# Welcome to Fakenham Academy

## Information for Parents, Carers and Students

**2024 – 2025**



## Headteacher: Mr G Green

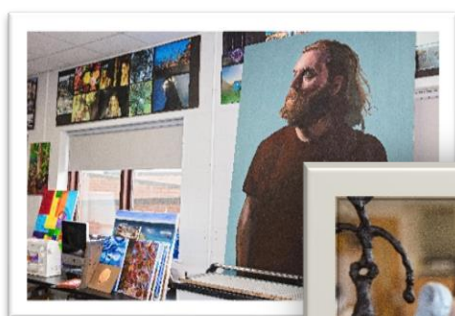
Thank you for taking an interest in Fakenham Academy. We are a local school with high ambitions.

Drawing on the support of our partner schools within Sapientia Education Trust, our key drive is to continuously improve educational outcomes for all our students. We believe that education is the key to transforming life chances, and that by creating an outstanding learning environment where all students are happy and taught well, we will enhance their prospects to become productive, successful citizens of the future.

To achieve our goal of an outstanding learning environment we insist on getting the basics right day in and day out. These core standards include high expectations of everyone in our learning community; good discipline consistently applied; reliably good quality teaching; a commitment from parents to work in partnership with the academy and respectful, positive relationships between everyone in our learning community.

As a school leader it has always been paramount to me that education is more than just exam results and qualifications gained. It is about educating the whole child and making sure that whenever they leave us, they are prepared to enter today's modern world, as well rounded capable young adults. Maintaining the broad and diverse curriculum here at Fakenham Academy is something I will always prioritise.

A large proportion of students join our Sixth Form and from there many move on to highly regarded universities across the country. These include Oxford, Cambridge and the wide range of Russell Group universities. We are also justly proud that students entering the academies with different starting points make very good progress that is above the national standards. This enables all our students to fulfil their own individual potential.





## Partnership

The partnership between the Academy and home is the key to success. We always look forward to new students joining us, but we want the partnership to be as productive as possible. For most students this will be their last school before they go on to college or into employment. This brief guide should answer most questions parents/carers may have at this time.

We provide a positive and a supportive environment so that children can develop individual skills and talents. We have high expectations of all students and expect them to work hard, take pride in their appearance, and always behave responsibly.

We hope that everyone will wish to take advantage of the wide range of sports and extracurricular activities on offer.

We are fortunate to have staff with the same commitment to their work that we expect from students. Both teaching and support staff alike are talented, caring and dedicated. Teachers will set high standards in all areas of school life. This includes homework, which we ask parents/carers to check regularly.

Within this new partnership is the parent/carer. When we see things in a similar way, children have the best possible foundation for progress at school.



# Pastoral Care

Students register with a form tutor each morning. This will be the member of staff who gets to know the student best and should be the first person that parents/carers contact if they have any concerns. The Progress Leader called the Progress Leader is responsible for the pastoral care in Years 7, 8, 9, 10 and 11

## Key Stage 3 (Years 7 – 9)

Year 7 – Mrs S Scoles [s.scoles@fakenhamacademy.org](mailto:s.scoles@fakenhamacademy.org)  
Year 8 – Mr S Leat [s.leat@fakenhamacademy.org](mailto:s.leat@fakenhamacademy.org)  
Year 9 – Miss A Collins (Joint) [a.collins@fakenhamacademy.org](mailto:a.collins@fakenhamacademy.org)  
Year 9 - Miss M Cumming (Joint) [m.cumming@fakenhamacademy.org](mailto:m.cumming@fakenhamacademy.org)  
Student Support Leader KS3 - Mrs L Joyce [l.joyce@fakenhamacademy.org](mailto:l.joyce@fakenhamacademy.org)

## Key Stage 4 (Years 10 – 11)

Year 10 - Mr S Gray [s.gray@fakenhamacademy.org](mailto:s.gray@fakenhamacademy.org)  
Year 11 – Mrs V Dewson [v.dewson@fakenhamacademy.org](mailto:v.dewson@fakenhamacademy.org)  
Student Support Leader KS4 - Mrs C Broughton [c.broughton@fakenhamacademy.org](mailto:c.broughton@fakenhamacademy.org)



## The School Day

Students should not be on site before 8.15 am as the Housekeepers are still working. Students should arrive by 08.45 am and go straight to Registration or Assembly.

*Canteen opens daily from 08.30 am*

**The school day begins at 8.45am and ends at 3.20pm.**

All students should remain on site during lunchtime. Hot and cold lunches and snacks are provided in the Canteen. Students bringing packed lunches must eat them in the Canteen. Supervision is provided by staff.

There are many clubs, inter-form and sporting activities arranged each day. Quiet areas and IT facilities are available before and after school, at break and Lunchtime.

## Times of Day

Transition		08:40 – 08:45
Form Time		08:45 – 09:05
Period 1		09:05 – 10:05
Period 2		10:05 – 11:05
Break		11:05 – 11:25
Period 3		11:25 – 12:25
Lunch Period 4	Year 7, 9, 11	12:25 – 13:00 13:00 – 14:00
Period 4 Lunch	Year 8, 10 KS5	12:25 – 13:25 13:25 – 14:00
Period 5		14:00 – 15:00
Period 5R	Robust Reading	15:00 – 15:20

## Assessment and Reporting

Reports are issued throughout the year as appropriate to the year group. They contain information on attendance, current working grade, forecast end of year grade and attitude to learning. If a report shows that a child is under-achieving the Form Tutor and Progress Leader will arrange appropriate help and support.

There is a parents' evening and information evening for each year group when parents/carers will be able to discuss progress with subject teachers.

If there are any concerns at other times, please contact the appropriate Form Tutor or Progress Leader.

# Home/Academy Agreement

Parents and students are asked to sign an agreement which is in the Admission Form. At the end of this booklet is a copy of that agreement which has been signed in the Admission Form and is for your future reference. This forms the basis of a contract between home and school.

Parents are responsible for reimbursing the Academy for any examination fees incurred when a child does not attend a GCSE or similar exam, or complete coursework or damage to the school building caused by the child.

## Catering Facilities

We operate a biometric cashless catering system at Fakenham Academy.

**How does the system work?** Once enrolled, students will place their finger on a fingertip scanner to pay for their food. No cash or swipe card is required. During the enrolment process the software captures a digital signature of each child's fingertip, which is then broken down into data points, like reference points on a map. The system then turns these into an alphanumeric string which is then stored on our own school server. No-one has access to this information and the stored data points can never be viewed as anything other than a string of numbers and letters, so please be assured this software is very secure.

How to make payment to a student's catering account: Credit is added to student accounts via the Wise Pay system. Fakenham Academy can take online payments for trips and catering services via Wise Pay. Further information about this online system and log on details will be sent in September. Wise Pay also has an app for iOS and Android devices. The school Organisation Code (which you will be asked for when first setting up the app) is **48545664**.

Cash is no longer accepted at the food counter till points.

## What are the benefits of the new technology?

As each student pays the same way no one knows who has or has not got a free school meal (FSM) allowance which obviously removes any associated stigma. However, if a child is entitled to FSM, they can still add cash to their account.

By ensuring that all money is loaded to an account, students will be unable to make purchases off-site at local shops. This removes many of the associated issues found when using cash in schools e.g. theft.

Students have control of their own accounts assisting them to learn important life skills. This has the added benefit of speeding up the lunch time queues. Accounts are not permitted to go overdrawn.



The information collected will be solely for Academy use and held on Academy systems only. To confirm that a child may use the system, parents/carers will be required to sign the appropriate section on the Admissions Form.

***Please ensure that you have accessed your child's Wise Pay account and added funds BEFORE their first day at Fakenham Academy. Full instructions on how to set up your account, including your unique username and password, are enclosed in your admission pack.***



## Is your child eligible for free school meals?

Families who receive certain benefits may be eligible for free school meals. A child is eligible for free school meals if the parent/carer is in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after the end of qualification for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Please contact the Academy reception for further details and an application form. The Norfolk Schools Children's Services Free School Meals Team can be contacted on 0344 800 8020.

## Homework

Homework is set for all students in accordance with their homework timetable. All homework is also set online via Classcharts and Microsoft Teams. This can be accessed by the App on a tablet/Laptop or via computer.

Please encourage them to undertake this essential follow up to classwork.

If any homework takes much longer than the allotted time, please contact the subject teacher directly via email or Xpressions Messenger.

## Home and School Links

The Academy can be contacted by letter which can be left at Reception, by telephone 01328 862545, via our Xpressions app, or by emailing [office@fakenhamacademy.org](mailto:office@fakenhamacademy.org)

Reception opens at 8:15am and there is a 24-hour automated telephone system for absences and messages. Please telephone or go to Reception to arrange an appointment if you wish to visit the Academy. Please do not visit on the off chance as you may have a long wait.

The first point of contact is a child's Form Tutor who sees them daily. For items specific to subjects it might be more relevant to contact the subject teacher or the Head of Department.

It is especially important that Parents/Carers keep us updated with changes to home address, telephones numbers, email addresses and emergency contact details.

## Behaviour and Attendance

We expect all students to have high standards of behaviour, to be smartly dressed in Academy uniform and to follow the rules necessary for the smooth running of the Academy. Our expectations are set out in a Code of Conduct displayed in every room in the Academy and are reflected in a system of rewards and sanctions.

Where poor behaviour occurs, we seek to involve and inform Parents/Carers and report cards may be used to modify this. Punishments may involve detentions or withdrawal from lessons to work under supervision. More serious misbehaviour may lead to fixed term or permanent exclusion from the Academy.

Parents/Carers have the responsibility to make sure that children attend regularly and punctually and are asked not to take their children on holidays during term time. Other than in exceptional circumstances, such as illness or bereavement, absence from the Academy will be unauthorised. If the Academy does not authorise an absence, it will be recorded as truancy.

Please call 01328 862545 or send a message on our Xpressions app to report a child as absent.



Parents/Carers must call on each day of the absence to report your child as absent.

Absences are always followed up, initially by SMS/Xpressions message from our Attendance Officer. To help us monitor reasons for absence a written note should be provided as soon as a student returns to school, even if previous notification by telephone/message has been given.

## Illness and Medicines

Any student who is identified to have a medical condition which requires support at school will have a medical care plan which will be completed with the parent and student by the school. This care plan will detail the following:

- Medical history
- Any requirements or considerations that may be required at school
- Prescribed medications that may need to be taken at school
- What constitutes an emergency and what procedures to take in an emergency

The Academy does not have a staffed Medical Room but there are trained First Aiders on site. Students who feel unwell should report to their teacher and, if thought appropriate, parents will be contacted by staff. If a student is well enough to attend, we will assume they are well enough to participate in PE. If this is not the case, please message on Xpressions or telephone the Academy. It is the policy of the Academy not to give any medication to students. If it is essential that prescribed medication is given during the school day, a consent form must be obtained from Reception and the medication will be held in the academy office. All prescribed medication must be in its original packaging and contain the relevant medication leaflet, the student's name and the dosage required and frequency of administration.

For ongoing medical conditions, we will require a Care Plan to be completed.

## Special Educational Needs and Disabilities (SEND)

The SEND Team supports a range of special educational needs including physical disabilities, learning difficulties and emotional needs.

Some students are supported in-class to enable full access to the curriculum but may be withdrawn from lessons to develop specific skills such as spelling or reading.

We work closely with partner primary schools to ensure a smooth transition to the Academy and, where entry to the Academy is later than Year 7, students may be assessed to gain a clearer picture of their needs.

Parents are informed about the needs and progress of children with special needs through Student Profiles, which are reviewed twice a year. All students with Educational and Health Care Plans (formally Statements of Special Educational Needs) have an annual review in line with statutory requirements which parents are encouraged to attend.

# Uniform Expectations and Equipment

Academy Uniform is available from: Sew Sweet in Fakenham, Birds of Dereham or Stevensons Uniform Outfitters in Norwich

Item of uniform/clothing	Requirement
<b>Blazer</b>	Black blazers with the Academy logo are the required garments to be worn on the upper body. Jumpers may also be worn under the blazer, but these are optional.
<b>Shirt</b>	Shirt plain white school shirt with a traditional collar and top button that can be fastened. Shirts should be fully always done up at the neck Shirts should be always tucked in.
<b>Trousers</b>	Trousers should be tailored and plain black. Style and length must be suitable for school use. No hipsters/denim or denim imitation/corduroy/leggings/jeggings/skinny trousers/tight trousers/shorts/ski pants/combat/flares/ decorative features (zips/ studs etc.) and not excessively long.
<b>Skirts</b>	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 be just above the knee. Skirts must not be skinny, tight Lycra or made of stretchy material.
<b>Shorts</b>	School shorts may be worn in warmer weather, in place of school trousers. The only shorts that are acceptable are the ones purchased from our uniform suppliers which are stocked only in the correct length and colour. All other items of school uniform must be worn with shorts, i.e. black socks, school shoes.
<b>Jumper</b>	All jumpers should be plain black, 'V' neck or Academy PE Jumpers with Logo.
<b>Tie</b>	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 group. The only exception is when a supervising teacher in class gives students permission to remove their ties. Students must put their ties back on at the end of the lesson.
<b>Socks (with trousers)</b>	Socks can be plain grey or black.
<b>Socks/tights (with a skirt)</b>	Socks must be plain white. Tights must be black or natural with no patterns. Socks and tights must not be worn together.

<b>Shoes</b>	Shoes must be plain black with the ability to be polished (leather or imitation leather) – Completely black. No coloured logos or edging. No boots.
<b>Coats/Jackets</b>	These should be showerproof. Denim, leather, sport, cult wear and items with explicit artwork are not suitable. Outdoor coats can be worn ONLY over the Academy Blazer or Jumper. No outdoor coat should be worn in rooms and should be removed on entering the buildings. Outdoor coats can be worn in corridors if students are moving between buildings. 'Hoodie' style garments (sweatshirt material) are inappropriate for the Academy and are not considered to be overcoats. If students are wearing a hoodie it will be confiscated.
<b>Hats and scarves</b>	Hats and scarves may ONLY be worn outside and removed immediately inside any building. For the purpose of identification and safeguarding, no face coverings or head coverings are allowed, unless there is specific permission from the principal on religious grounds.
<b>Jewellery</b>	We discourage the wearing of jewellery for health and safety reasons, but the following are acceptable: one pair of 'stud' earrings on the ear lobe, one watch, one small ring. Necklaces should not be visible No visible body or facial piercings No tongue piercings All jewellery must be removed for PE lessons.
<b>Hair &amp; Make-up</b>	Hair - Conventional, tidy and natural in colour and appearance. Extreme hairstyles, such as sculpted, shaved and patterns shaved into the hair and Mohicans are not permitted. If hair is dyed, it must be a natural hair colour. No extreme colours are permitted. Long hair will need to be tied back for Science, PE, and Technology work. Make-up is not allowed in Years 7, 8, 9. In Years 10 and 11 discreet make-up only. Painted nails are not allowed.
<b>Equipment</b>	A strong weatherproof bag for folders and books and a pencil case with a good supply of pencils, pens, rulers, and erasers etc. A calculator can be purchased from the Maths Department. Gum shields and shin guards are strongly recommended for competitive contact sports. In Art, Technology and Science protective items are provided, but students can purchase their own goggles from the Science Department

**ALL CLOTHING AND EQUIPMENT SHOULD BE CLEARLY  
MARKED WITH THE OWNER'S NAME.**

**PE Kit:**

<b>Boys</b>	Black Shorts Red Polo Shirt Black Tracksuit bottoms Black Skin T-shirt (optional)
<b>Girls</b>	Black Shorts/Black Sports Leggings Red Polo Shirt Black Tracksuit bottoms Black Skin T-shirt (optional)
<b>Footwear</b>	Trainers for indoor and outdoor PE lessons (fashion - plimsolls are not allowed) When taking part in Football, Rugby and Touch Rugby ALL students will require studded boots and a mouth guard.

**Physical Education Requirements:**

- No jewellery may be worn in PE lessons and all piercings must be removed. If a student is unable to remove jewellery or piercings, they must be covered for all practical sessions.
- Gum guards are a highly recommended piece of safety equipment for some PE lessons. When playing Rugby or Hockey, all students are recommended to wear a gum guard.
- In Football and Hockey, it is highly recommended that shin pads are worn.
- Long hair must be tied up.
- Students are responsible for their own valuables that are left in the changing rooms.
- If a student is ill or injured, they are still required to bring their PE kit and get changed as they will be taking on such roles as coach and official within lessons. Please note the following regarding this:
  - The student's kit should be suitable for the activity they are studying, e.g. warm clothes (tracksuit) if outside or if they are suffering from a cold.
  - The student should be supplied with a note to explain their reason for not being able to participate fully and to what degree they can participate. If the condition is long term, the PE department should be contacted by the parent or carer to discuss a suitable plan to ensure learning is possible, yet suitable, and medical evidence must be provided. The student will not be expected to get changed if they have a condition which will be exacerbated by changing or cause undue discomfort e.g. broken limbs, severe back injuries. This should be made clear in a note to the PE department. If the injury affects the lower limb, PE kit for the upper body should be supplied e.g. if they have a sprained ankle, they change into T-shirt (tracksuit top) only.
- No hoodies are allowed to be worn in lessons.



## Transport

There is an excellent system of school transport, administered by the Norfolk Passenger Transport Unit although we encourage students to arrive on foot or by bicycle.

### Buses:

Norfolk County Council provides free or concessionary transport to and from the Academy for those students who live in the catchment area. For details on matters relating to transport, please contact the Passenger Transport Unit on 0344 800 8020.

### Bicycles:

Students who bring bicycles must leave them, padlocked, in the area provided. The Academy accepts no responsibility for bicycles which should be marked with the owner's postcode.

## Collective Worship

Assemblies are held on a rota basis. They are led by the Headteacher, Progress Leader, other senior staff, and visitors.

## Policies

These may be acquired by contacting the Academy or viewing them on the website. By sending a child to Fakenham Academy Parents/Carers are agreeing to be bound by the Trust and Academy policies.

## GDPR

The Academy uses a Management Information System computer database. All details of children, including addresses, emergency contacts, photographs, medical, timetables, academic and pastoral information are contained in this centralised system. If there are any questions regarding this, please contact the Academy.

## Parking

Parents and Carers should not enter the school grounds to drop off or collect students at the beginning and end of the day.

## During the School Day

Parents /Carers may enter the grounds during the day to collect students who are unwell or have an appointment. Please Park in the main car park and report to Reception where they will be asked to sign our attendance system to show that they are taking their child out of the Academy. We request that visitors with an appointment with a member of staff park in the main car park and report to Reception via the front gate and sign in on the Visitor's entry system. Anyone arriving by car will also need to enter their vehicle details.

## Lockers

We have a limited number of lockers; these may be hired on an annual basis. An application form containing the information is enclosed with the Admission Pack.

## Educational Visits

Throughout the year there are a wide range of educational visits to galleries, theatres, historical monuments, sports stadia, scientific exhibitions, and university lectures. Almost all curriculum areas take the opportunity to enhance their programmes of study in some way by educational visits.

## Valuable items

The Academy cannot take responsibility for valuable items which are brought to school.

Whilst we understand that parents may want their child to carry a mobile telephone, they interfere with students' learning.

**The use of mobile phones during the school day is not permitted and they must be switched off between 8:45am and 3:20pm.**

We cannot take responsibility for their loss or theft. Illegal items will be confiscated and returned to parents on receipt of a stamped addressed envelope or destroyed.

## Next Steps

Leaving Primary School and joining Fakenham Academy means students will meet new people and have a whole new set of opportunities and challenges. We want to give students the chance to enjoy learning and to get as much as they can out of their time here.

Throughout the school year there are a fantastic range of topics covered in lessons and enormous number of clubs, visits and events to participate in whether it's the interform quiz during morning registration, craft activities in the library, creative writing, art or any of the other lunchtime clubs; sports and other activities after school – we want to make sure there is something for everyone and to suit every taste.

These are some of the great opportunities that we offer the students to enjoy.



## Music & Drama



The Music and Drama department offer many opportunities both inside and outside of lessons. Students can learn to play an instrument, join bands, and perform in concerts. The Drama club meets each week and creates and performs plays, pantomimes, and musical theatre pieces. There are regular performances to parents and students of the work that is created. Students enjoy attending these clubs and events and look forward to them each term.

Within lessons, the Music and Drama department offer students the opportunity to be creative, perform and express themselves. Students are encouraged to play a range of instruments and to act in a range of styles. They will study several texts in Drama, script writing and reading and will have opportunities to perform. In Music students study a range of genres and learn to play instruments such as the keyboard, ukulele, and percussion instruments.



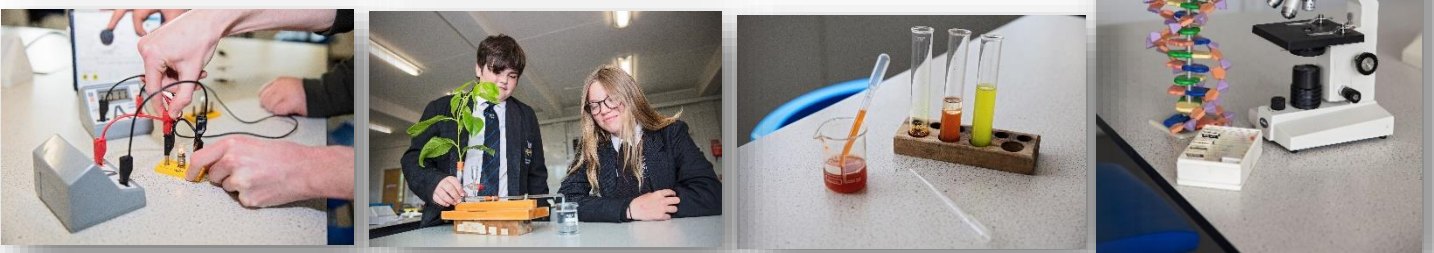
## PE

In PE lessons students get the chance to try out a range of new sports throughout the year, using the large playing fields, the MUGA (Multi Use Games Area) and the facilities at the Sports Centre. There is the opportunity to play for the Academy and compete against other schools. The PE Department run a wide variety of lunchtime and after-school clubs, for example: badminton, table tennis, hockey, rugby, cricket, football, netball, and softball.



## Science

All students will be able to study sciences in one of our six fully equipped science labs, where students will be able to conduct experiments such as growing microbes safely in a petri dish, stretching materials to see how they respond, making crystals from metals and acids.





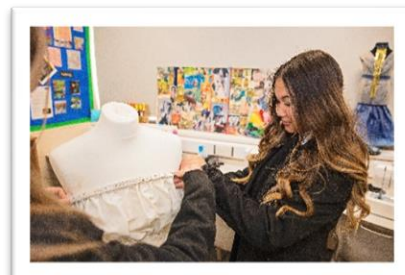
# English

In English all students will be able to explore a range of texts including whole novels, articles, plays, poems and speeches. We explore a new theme in each year group to guide and build on our understanding of English language and literature, these include: heroes, gender and conflict across time, before moving into GCSE. We develop our reading, writing and spoken language skills through participating in a range of different types of activities such as: giving a speech or presentation, writing an essay or short story, and reading exciting short stories in our guided reading lessons. There are opportunities to attend reading, writing and poetry clubs throughout the year.



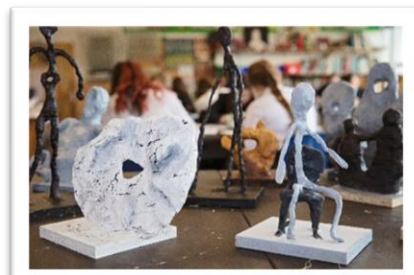
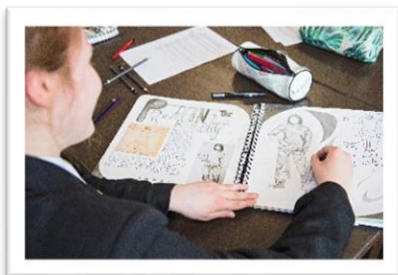
# Art, Catering, Textiles & Design Technology

Students will use our kitchens and food rooms to create and cook sweet and savoury dishes.



In the textiles room students will make and design products such as tie-dye items.

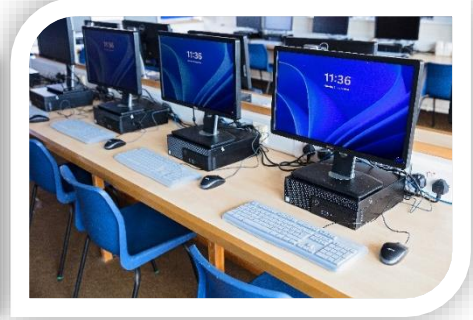
In the product design workshops students will design and build a variety of products such as handheld torches and lamps.



In art students can painting, drawing and sculpture experimenting and creating beautiful and exciting work.

## Maths & ICT

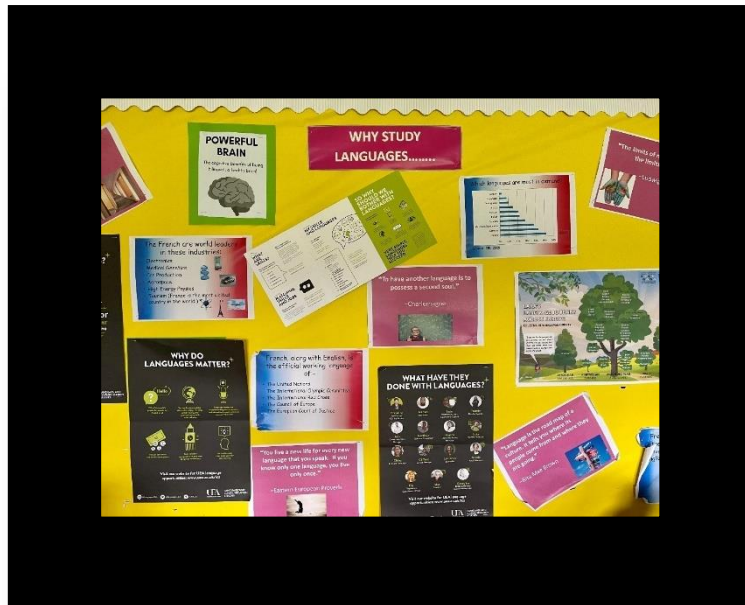
In ICT and the afterschool computer club students can learn computer programming and coding skills.



In Mathematics we follow the White Rose scheme of work this gives students the opportunity to develop their understanding of number, algebra, geometry and probability.

## Modern Foreign Languages

Students will study both French and Spanish in Y7 and Y8 and will learn about both the language and the culture of both countries. They will also develop an understanding of essential grammar in the context of their language learning. In Y9, students will choose the language they wish to continue with to gain the best foundation in their language or be ready to start their GCSE in Y10.



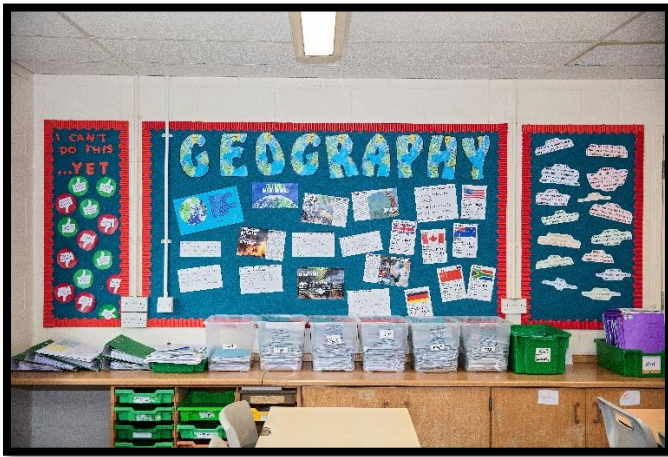
## Learning for Life & RE

In RE students are given the chance to explore different religions, beliefs and practices. We encourage students to think about why these traditions are important to people. Debating and forming their own opinions is the focus in RE, encouraging students to understand how to discuss ideas respectfully, even when disagreeing. We also link ideas into the wider world to see how religion is used in society.

In Learning for Life students gain a wide range of skills that will assist them to become citizens of the world. They can take part in practice lessons. For example, in Year 7 students can test different period products with water to see how they work. We try to give students a wide range of knowledge about world events to challenge misconceptions and be confident in their own opinions. Students cover topics about money, safety, relationships and many more.

## Geography

Geography lessons are designed to instil an interest in the physical and human world around students and to help them to understand that they are custodians of the planet. Students have an opportunity to study many different topics such as volcanoes and earthquakes, building sustainable cities and the relationships between the UK and other countries. There is the opportunity to undertake fieldwork outside of the classroom, beginning with a trip in Year 7 to role play the issue of building on greenfield sites. Students also participate in active learning, building models and working in teams to make decisions.



## History

History at Fakenham Academy involves studying a wide range of topics, from the Stone age to Henry VIII in year 7, Later Tudors to Suffragettes in Year 8 and the First World War to 1960s Britain in year 9. We mainly take a chronological approach with some thematic units and case studies such as Jack the Ripper. It is a popular subject at GCSE where students study Medicine in Britain, Early Elizabethan England, Weimar and Nazi German and Superpower relations in the Cold War. There is also an A level in History for Sixth Form students.



## The following subjects are also studied in KS4

### Health & Social Care

In Health and Social Care students explore the key characteristics of the life stages, whilst studying different health and social care conditions and how they can be managed. The students apply their learning to case studies and real-life situations, they have the opportunity to meet practitioners in the health and social care field.

### Business

Students in business will be given all the foundation skills to run their own business, looking into Business in the Real World, Influences on Business, Operations, Human Resources, Marketing and Finance. We will also look to build your literary and maths skills in order to exceed academically.

### Film Studies

Film Studies is designed to draw on learners' enthusiasm for film and introduce them to a wide variety of cinematic experiences through films which have been important in the development of film and film technology.





# Home Academy Agreement

Parents and students are asked to sign an agreement which is also signed by the Academy. This forms the basis of a contract between home and school.

Parents are responsible for reimbursing the Academy for any examination fees incurred when a child does not attend a GCSE or similar exam, or complete coursework or damage to the school building caused by the child.

This form is signed as part of the admissions paperwork and a copy is below for your reference:

## The ICT Home Academy Agreement

To provide the best possible education for your child we need to work closely together. The Home Academy Agreement is a document in which we indicate some of the ways each partner can help to do this. It explains what we aim to do in the Academy and what we need you to do at home if we are to succeed. By taking up a place at Fakenham Academy, parents and students accept the responsibilities set out in the Home Academy Agreement and can expect staff to fulfil the Academy's commitments.

The Agreement does not cover every situation and there will be occasions when differences arise between home and Academy. Please tell us of any problems as soon as they arise so that we can sort them out rather than let them get worse. Please also tell us of your children's successes so that we can celebrate them in the Academy and at home.

We are looking forward to a good working relationship over the next seven years as your children set out on the final stage of their schooling.

### We will make every effort to:

- Keep parents informed about general Academy matters and about your child's progress.
- Set and mark appropriate class work in accordance with existing schemes of work.
- Set and mark homework regularly in accordance with the homework policy.
- Contact parents if there is a problem with attendance, punctuality, uniform, or equipment.
- Let parents know about problems or concerns we have about your child's work or behaviour at the earliest opportunity.
- Carry out the Academy's policies and guidelines for behaviour.
- Arrange Parents' Consultation events during which progress, and future targets will be discussed.

## THE PARENT/CARER:

### I will make every effort to:

- Support my child in completing work and homework to the best of their ability.
- Make the Academy aware of any problems or concerns (including safeguarding issues) I have about my child's work or behaviour at the earliest opportunity.
- Ensure my child attends regularly, punctually, properly equipped and appropriately dressed.
- Contact the Attendance Officer with a reason for absence on the morning of the first day of absence.
- Check homework is completed.
- Attend Parents' Consultation events and other discussions which affect my child's progress and future, working respectfully and collaboratively with staff to ensure that my child makes the most of their time here.

## THE STUDENT:

### I will make every effort to:

- Do all classwork and homework to the best of my ability.
- Keep to the Academy's Code of Conduct, displayed in all classrooms.
- Arrive on time and ready to work.
- Bring my equipment and books to the lesson.
- Always follow instructions.
- Put up my hand if I need to ask for help.
- Speak politely and respectfully to everybody – without swearing, shouting, calling names or teasing.
- Leave other people and their property alone.
- Keep the Academy and my classroom tidy.
- Wear Academy uniform and be tidy in appearance.
- Take an active part in discussions concerning my future and progress.
- Let someone at home or at the Academy know if I need help or if something is worrying me.



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