



Kind

Ambitious

Determined

Headteacher: Mr G Green

Monday 8 July 2024

Getting your child ready for September (Letter 1)

Dear Parents / Carers,

As we approach the end of the school year, I wanted to outline some of the important information needed to ensure your child's return to school in September is a success. It is important to discuss this with your children, so they understand the expectations and procedures for the new school year. We will also reinforce these points/changes in school to ensure we are all clear and working together to have a great academic year 2024-2025.

As I'm sure you will agree, there have been more activities and opportunities this year and these will continue over the next few weeks with CEW, sports day and many more events. However, despite this we as a staff team are ambitious and are already planning and adding an even greater variety of trips, experiences and learning opportunities for the next academic year.

This letter is the first in a number of communications with you before the summer holidays that will ensure you and your child have a clear understanding of our next steps as a school community.

Staffing

We are pleased to announce that staffing is staying consistent, with little change. However, to further enhance the support your children receive we have been adding to our staffing during the summer term in a variety of areas, including increasing the number of staff supporting our SEND pupils. I have made this decision to ensure that important areas of school life are fully resourced and that pupils are supported at all stages of their education.

New or returning staffing appointments (Summer Term 2024 - September 2024)

Mrs Gill (Deputy Headteacher) – Returned from maternity leave, 1 July 2024.

Mr Marshall-Smith (Assistant Headteacher) - Has successfully been promoted to Deputy Headteacher.

Mr Gray (Progress Leader Year 9/Extended Leader) – Will move to role of Assistant Headteacher & Progress Leader for Year 10 in September.

Mr Davis (Student Support Assistant) - Joined us in the summer term.

Mrs Reeve (Student Support Assistant) - Joined us in the summer term.

Miss Tuddenham – Appointed as Learning Lead (SEND) in summer term.

Mrs Stout - Appointed as Learning Lead (SEND) in summer term.

Dr Debney - (2nd in Art and Technology) - Specialist in Hospitality & catering, technology and engineering – Joined us in the summer term.

Miss Goldspink (Teacher of RE & PSHE) - Has successfully been promoted to Head of RE & PSHE.

Miss Collins & Miss Cumming – Appointed Progress Leaders for Year 9 whilst Mrs Dack is on maternity leave.

Mr Soulby (2nd in Maths) – Joining us in September.

Dr Gillis (Science Teacher) - Joining us as a physics specialist in September.

Miss Luker (Student Support Assistant) – Joining us in September.

Mr Hulatt (Art & Technology Technician) - Joining us in September.

Mrs Fox – Peripatetic Singing Teacher – Joining us in September.



Kind

Ambitious

Determined

Headteacher: Mr G Green

-2-

Staff Leaving

Mr Barns (Associate Headteacher) – After 2 years with us at Fakenham Mr Barns will be leaving us to join another Trust school.

Miss Amos (Student Support Assistant) – Leaving to go to university.

Mr Angotzi (Maths teacher – Long term supply) – Will be leaving as we have now appointed a 2nd in Maths.

Meet the Senior Leadership Team



Mr K. Marshall -Smith
Deputy Headteacher
Quality of Education



Mr G. Green
Headteacher



Mrs R. Gill
Deputy Headteacher
Safeguarding



Miss M. Heeley
Assistant Headteacher
Attendance & Vulnerable
Students



Mr S. Gray
Assistant Headteacher
Personal Development



Mrs L. Marshall - Smith
Assistant Headteacher
Sixth Form & Progression



Mrs C. Lane
Senior Executive
Supportive Manager



Mrs N. Daultrey
PA to Headteacher



Mrs S. Hirst
Extended Leader
Community



Mrs T. Joseph
Extended Leader
Staff Development

Pastoral Team

As you may remember last year, we significantly increased the staffing in this area to ensure your child gets 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. As part of our continued drive to support our students, I have decided to add an additional member of staff into the pastoral team whilst also increasing the levels of resources and interventions that most benefit our students. Therefore, please see the new structure and staffing below.



G. Green
Headteacher
SLT Lead
Year 7



R. Gill
Deputy Headteacher
SLT Lead
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



S. Leat
Progress Leader
Year 8



A. Collins/ M. Cumming
Progress Leaders
Year 9



S. Gray
Progress Leader
Year 10



V. Dewson
Progress Leader
Year 11



Mrs Marshall
Sixth Form Pastoral Coordinator
Year 12/13



Mrs Joyce
Student Support
Worker
Keystage 3



Mrs Broughton
Student Support
Worker
Keystage 4



Mrs Harvey
Sixth Form Administrator
Sixth Form



Miss Woodrow is our SENDCo. Over the past year Miss Woodrow has been working to further enhance our provision for our SEND pupils. Miss Woodrow has worked at the school for the past 3 years teaching Business Studies and has a fantastic relationship 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

Every year we review and reflect on all aspects of our school to ensure our students are able to receive the highest quality of education possible. We also spend a huge amount of time discussing our provision with staff, students and parents to further enhance the learning opportunities available to our pupils. However, due to the success of the changes made last year to our school day the structure of the school day will remain the same.

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 & 11
1:00 – 2:00	Period 4
2:00 – 3:00	Period 5
3:00 – 3:20	Strategic Reading Session

Year 8, 10 and Sixth Form	
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 8, 10, 12 & 13
2:00 – 3:00	Period 5
3:00 – 3:20	Strategic Reading Session

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. We have also reacted to the Government's 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. 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.

If, therefore, a student arrives in school not wearing the correct uniform, we will, where possible, loan students laundered replacements of that item. Please can you 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 made 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 incorrect 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 a pride in their appearance and create a collaborative identity which shows a 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 put parents under pressure to buy them. The expectations regarding our uniform policy are really clear and we expect them to be followed by all, please support us with this.

Blazer



Additional Information

- Only academy issued badges (e.g. prefect badges) can be worn on blazers.
- Blazers must be worn at all times in the academy and should only be removed with the permission of the teacher.
- Blazers can be removed whilst playing on the hardcourts, field during break times and lunchtime, but should be put back on before leaving that area. 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 worn correctly at all times, which means that the top shirt button must be fastened. The tie colour will be designated to the students. Year 8 will wear purple ties and year 7 from September will be required to wear the green 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.

-6-



Additional Information

- Long Tailored 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.



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

- Jumper 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 branded Fakenham black PE jumper or a plain black V neck jumper.
- No hoodies or other zip jackets are allowed.



Additional Information

- Pupils are permitted to wear 1 ring, 1 watch and 1 pair of earrings (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.

-7-

Shoes



Additional Information

- Shoes must plain black with the ability to be polished (Leather or imitation leather) – Completely black.
- No coloured logos or edging.
- No boots.



Mobile phones and Earphones

Mobile phones are not to be used within the school building, i.e. 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 on the corridor or switched on, a member of staff will confiscate this and hand it in to the Pastoral Team where they can collect it at the end of the day. If a phone is confiscated for a second time or more the phone will be kept in student services and returned when a Parent/Carer has come into school to pick this up.

Uniform Donations

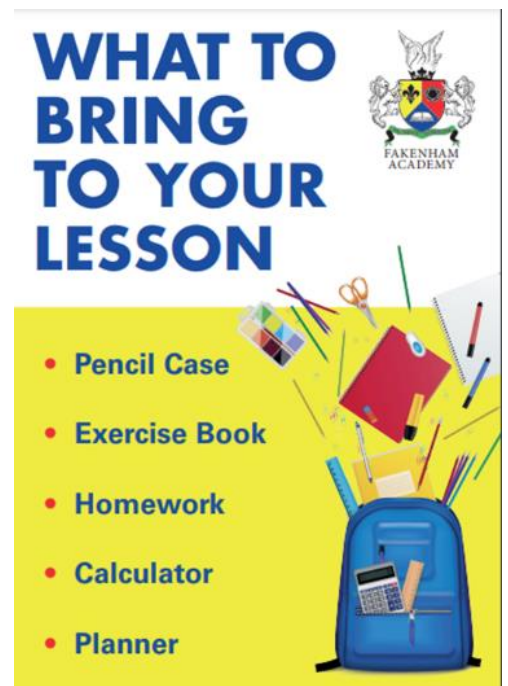
We will always accept donations of clean, good condition school uniform that your child has grown out of and you no longer need. Our Uniform Exchange aims to encourage parents and carers to recycle and donate old school uniform items rather than putting them in the bin. There are many families who can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

Equipment

Please remember to ensure that your child is fully equipped for learning in September 2024 by having the basic stationery kit list as follows:

Standards (Equipment)

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



If you have any financial concerns in the purchasing of school shoes or the stationery kit, then please do contact our Pastoral Team.

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