



2026 - 2027



Fakenham Sixth Form Handbook.



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Welcome to the Sixth Form



Welcome to Fakenham Sixth Form. We understand that moving from secondary school to Sixth Form is a big step, but we are here to support you through this transition.

As a member of the Fakenham Sixth Form community, you will receive a personalised learning experience. You will study the subjects that ignite curiosity in you, and you will receive excellent teaching in a dynamic and spirited environment.

As a Fakenham Sixth Form student you will receive excellent support and guidance from our specialist Sixth Form Pastoral Support Tutor along with our friendly and approachable staff. You will be given advice to help you make important decisions about your future career and life after Sixth Form. We have a highly qualified team of people who have expertise in a range of areas, meaning you will be well supported and challenged to ensure you excel in all you do with us.

It is important to us that Fakenham Sixth Form students demonstrate kindness within our community, whether this be through the friends you make, by running charitable events or by contributing to team activities throughout the year.

Throughout your time at Fakenham Sixth Form, you will thrive. You will develop your academic skills, your independence, and be challenged to be the best you can. You will feel proud of who you are and the things you have achieved throughout your time at Sixth Form.

Our current and past students tell us that choosing Fakenham Sixth Form was an excellent decision and we are very confident it will be the right decision for you too. Your experiences at Fakenham Sixth Form will provide you with the skills and confidence needed to take your place in society and you will leave as a well-rounded, happy and successful young person.

This handbook gives you practical information and guidance on how to transition to Sixth Form study and meet the expected requirements. Please read through this handbook carefully and if you have any further questions, please do not hesitate to contact us.

Mrs Laura Marshall-Smith



Assistant Headteacher-Head of Sixth Form



Sixth Form Team



Assistant Headteacher-Sixth Form

Mrs L Marshall-Smith

Telephone: 01328 857012

Email: l.marshall-smith@fakenhamacademy.org

Sixth Form Administrator

Mrs J Harvey

Telephone: 01328 857012

Email: sixthform@fakenhamacademy.org

Sixth Form Pastoral Coordinator

Mrs S Marshall

Telephone: 01328 857102

Email: s.marshall@fakenhamacademy.org

Exams Officer

Mrs M McEvansoneya

Telephone: 01328 857031

Email: m.mcevansone@fakenhamacademy.org

Sixth Form Attendance Officer

Mrs L Belton

Telephone: 01328 857002

Email: l.belton@fakenhamacademy.org



Working Together: Roles and Responsibilities

We believe that students do their best when the Sixth Form staff, students and parents work together. We recommend that students talk to their parents / carers about what they are doing at Sixth Form and what their plans are as they evolve.

Below are the roles and responsibilities of Fakenham Sixth Form, the student and the parent/carers.

Fakenham Academy and Sixth Form will:

- Recognise and reward learners for success and achievement.
- Encourage and insist upon high standards of behaviour.
- Provide a relevant and engaging curriculum delivered through excellent teaching.
- Guide and support to ensure all students' academic journey is appropriate.
- Provide students with regular feedback in accordance with course requirements.
- Offer a programme of enrichment and extracurricular activities geared to further develop students' personal interest.
- Deliver individual and regular mentoring support for students, both academically and personally.
- Communicate home regularly about general Sixth Form matters, student progress, achievement, attendance and improvement targets.
- Provide careers guidance, including advice on apprenticeships, the UCAS application process and Post 18 options.

Student

- Attend all lessons, supervised private study, assemblies, Future Skills and enrichment lessons.
- Arrive punctually for the start of all lessons, supervised private study, assemblies, Future Skills and enrichment lessons.
- Be present in Sixth Form from 8.45am to 3.20pm.
- Be kind to all members of the Sixth Form, Academy and our wider community.
- Attitude - Students will demonstrate determination by working hard and not giving up when challenges arise.
- Not to consume food in lessons
- During lesson time, remain silent in the Study Area.
- Dress appropriately for learning (refer to dress code).
- Mobile phones must be switched off during lessons and registration unless their use is requested by a member of staff. They may be used to listen to music with earphones in the Study Area.
- Complete and submit work on time - any problems with this needs to be discussed with the teacher prior to deadlines.
- Sign out if they leave the site.
- Make all appointments outside of the Sixth Form Day including driving lessons.
- Holidays should not be taken during term time.



Parents/Carers

- Encourage students to attend regularly, punctually, properly equipped and appropriately dressed.
- Report any absences to the Attendance Team with the reason for absence on the morning of the first day of absence via the ClassCharts App.
- Maintain communication with the Sixth Form, including parents' events and meetings which affect student progress and future.
- Monitor students in maintaining a work life balance, ensuring any paid work does not affect their studies
- Ensure that students are not taken out of school for holidays or driving lessons
- Make Fakenham Sixth Form aware of any problems or concerns (including safeguarding issues) about your child's work or behaviour at the earliest opportunity.



Academic Success

Your Academic Programme

Fakenham Sixth Form offers a varied range of Level 3 courses. Students studying at Level 3 are expected to study three subjects and an Extended Project Qualification (EPQ). Students without a grade 4 in GCSE English or Maths are required to retake the GCSE in their first year at Sixth Form.

Students who achieve 5 or more 4-9 grades will complete three A Levels and an EPQ over two years. Alongside these students will also attend registration, Future Skills lessons and Enrichment.

Level 3 qualifications will have 9 hours face to face teaching time per fortnight.

Future Skills and Enrichment Lessons

All students are expected to attend the Future Skills lessons which are timetabled once a week. These lessons are designed to support students' personal development and prepare them for living independently in the wider world. Topics such as study skills, mental health, finance, and world news will be considered. This time will also be used to research and apply for university, apprenticeships, and employment.

Enrichment Programme

An important part of Sixth Form life is taking part in enrichment activities that aim to widen experience, cultural knowledge and horizons. Our enrichment programme gives students the opportunity to try new subjects and gain new skills. These activities are pivotal to be able to apply for competitive universities, apprenticeships and employment. Students will have one enrichment lesson a week.



Assemblies & Guest Speakers

Assemblies are held most weeks for Year 12 and Year 13 in the drama studio. We have a wide range of visiting speakers who address local and national issues. Important information is often conveyed during assemblies and students are expected to arrive punctually and attend assemblies when these are held.

Extended Project Qualification (EPQ)

EPQ stands for Extended Project Qualification. It is an independent research task and involves students either writing an extended essay of 5,000 words or creating a product with an accompanying shorter essay of 1,000 words. It is a great



qualification to take alongside three A Levels / BTECs. The EPQ allows students to extend their abilities beyond the A-level syllabus and prepare for university, apprenticeships, or their future career. It is worth half an A-level so can be used to earn extra UCAS points for university or simply to allow students to study a topic of their choice.

Independent Study

Students are expected to study independently outside of lessons. This should be a minimum of 5 hours per subject, per week. This time should be used to complete coursework and homework, read through and organise class notes, pre-read around a subject, make revision notes and complete past examination papers. Students need to work somewhere quietly without the distraction of social media.

Assessment, Grading and Progress Reporting

Students have screening tests approximately 4 weeks after the start of term to ensure that they are on the correct course. These will be followed by in class assessments at the end of each half term. Once a year students will sit formal mock examinations in the gym, this process is to encourage students to see revision as an ongoing process so that they are fully prepared for the final examinations.

Reports will be sent home to parents / carers at regular intervals and there will be an annual Parents Evening for each year group. In addition, further opportunities for support are offered through a Settling in Evening, Higher Education Evening, Preparing for Success Evening and a Presentation Evening.

Maximising Opportunities



Leadership Opportunities - Sixth Form Student Council

The Sixth Form Student Council representatives are elected by students at the end of the Autumn term. The council represents the Sixth Form at promotional events and provides a voice for the students in the running of the Sixth Form. Council members organise social events which contribute to the friendly ethos of the Sixth Form.

Norfolk Higher Aspirations Scheme

The Norfolk Higher Aspirations Scheme is a fantastic resource that aims to support students' academic achievement by running virtual and face to face subject-specific sessions and supporting applications to university and apprenticeships. The Higher Aspiration Scheme gives students the best tools to make competitive applications to universities of their choice such as Cambridge and Russell Group universities. There are a wide range of events and trips that all students in the Sixth Form are encouraged to take part in.



Educational Trips and Visits

Throughout the year students will have various opportunities to participate in trips and excursions that link to most subjects. The purpose of the trips is to support curriculum study. It is advised that students consult with subject teachers at the start of the academic year about provisional dates and costs to allow for financial planning.

Work Experience

All Year 12 students are required to complete a two-week work experience placement in July. This provides important opportunities for students to learn and practise new skills, increase their confidence and enable them to find out if their chosen career is for them. Work experience also provides valuable content for UCAS applications and CV's, making individuals more desirable to universities and employers.



Volunteering

One of our core values as a Sixth Form is Kindness. Therefore, we encourage all of our students to take part in volunteering in order to give back to the community. This can be done in classes at the Academy or in the wider community such as in charity shops, care homes or youth groups to name a few.

Ambition Group

As part of our commitment to supporting students to meet their ambitions we run an ambition group once a week. This is for students who want to attend top universities and challenge themselves. In the group we look at the requirements to get into Oxbridge colleges, how to advance using super curricular activities and how to excel during the application process for Oxbridge and Russell Group universities. All students are welcome to attend this informal group.

Clubs

We encourage all students to take part in a wide range of clubs. These clubs are run by staff in the Academy and the Sixth Form. If there is a club that a student wants to start, they just need to talk to a member of staff about this, and we will try to get it up and running.

Expectations

Conduct

Students have a responsibility to safeguard their own health and safety and that of others. Therefore, we expect all students to conduct themselves in a mature and professional way. Students are expected to meet all the responsibilities mentioned above. A full copy of the behaviour policy can be found on our website – [Key Policies - Fakenham Academy / Fakenham Sixth Form - Rewards & Behaviour Policy 2026](#)

Smoking, Vaping, Alcohol and Illegal Substances

Smoking (or the 'smoking' of electronic cigarettes) is not permitted on, or within 150 metres of, any part of the school premises. Students must not bring alcoholic drinks on to Sixth Form premises or be under the influence of alcohol when at the Sixth Form. Students must not be in possession of, or use, an illegal drug or an un-prescribed legal drug whilst on Sixth Form premises. This includes those substances known as Novel Psychoactive Substances (NPS) "Legal Highs".

Dress Code and Appearance

Fakenham Sixth Form strives for excellence and has high expectations of our students. This not only applies to learning behaviours but also appearance. Fakenham Sixth Form is a place to work and study therefore the attire of students should reflect this. This should promote a positive learning environment and prepare young people for the world of work.

The following is considered to be inappropriate dress for the Sixth Form:

- Tops that have thin straps, show the midriff or/are backless
- Low cut tops and tops which expose the midriff
- Flips flops and shoes with a high heel (This includes Crocs and strappy sandals)
- Short skirts/dress/shorts above mid-thigh

Fakenham Sixth Form staff have the right to decide whether an item of dress is inappropriate for the Sixth Form. Students who do not follow the dress code or present themselves inappropriately may be asked to go home to change.

Attendance

Students are expected to attend and arrive punctually for the start of the day and for all lessons, supervised study periods, enrichment lessons, Future Skills lessons, and intervention. All students need to be on site when they are not in lessons,

Future Skills lessons, intervention, or supervised study periods. A full copy of our attendance policy can be found in your starter pack and on our website –



[Key Policies - Fakenham Academy](#) / [Fakenham Sixth form Attendance Policy For Students and Parents 2026](#)

Signing In/Out & Student Lanyards

Students **must** sign in and out especially if they leave the site for any reason before the end of the Sixth Form Day. The electronic signing in/out system is located by the Sixth Form reception office. Students will use their Sixth Form lanyards to scan on this system. This is a safeguarding procedure that must be followed.

Being on site

Students are expected to be on site full time for the first term. This is to ensure that students are developing good study habits and so we can offer support to students when they need it. Students will be able to apply for home study after this as long as they have attendance of 97%, have a good attitude to learning and are meeting their target grades.

Home Study Form 2026/2027 – Fill in form

Absence

Students are required to attend all timetabled lessons, all registrations, all tutorial and enrichment lessons and any pre-arranged individual meetings unless absent through genuine illness. If a student is unable to attend Sixth Form, Attendance must be informed before 9am. Please report daily (sickness) absences on our ClassCharts App, this must be actioned by a parent/carer.

Planned absence can be requested via our Absence request Microsoft Form - [Absence Request 26/27 – Fill in form](#)

Illness During the School Day

If a student needs to leave the Sixth Form during the day for an emergency appointment or illness, they **MUST** sign out with Mrs Harvey at Sixth Form Reception, as she is a First Aider and will update attendance accordingly. This needs to be confirmed by a parent/guardian via email or School Gateway App.

Plagiarism

Plagiarism is presenting someone else's work or ideas as the student's own, with or without their consent, by incorporating it into their work without full acknowledgement. Plagiarism includes taking information from websites or books and not citing and referencing them and using artificial intelligence (AI) to write essays or coursework. Strict regulations govern external examinations and coursework, and plagiarism can lead to disqualification not only for the individual subject but for all exams taken that year.

Students will be required to sign an agreement stating they have not used Artificial Intelligence for any Non-Examined Assessments (NEA) or coursework.

Paid Employment

We do not recommend that students work more than 5 hours a week in paid employment. Research has shown that where students work for excessive hours in paid employment whilst studying in Sixth Form, it has a detrimental effect on their grades and they are more likely to drop out of education.

Support

Pastoral Support



Students at Fakenham Sixth Form will receive both academic and wellbeing support from the form tutor and their subject tutor. In addition to this we have a dedicated Sixth Form Support Tutor, Mrs Marshall, who can offer support across a wide range of academic and pastoral issues.

Safeguarding

At Fakenham Sixth Form we have a strong safeguarding policy to ensure every child who is a registered pupil at our school is safe and protected from harm. The child's welfare is of paramount importance, and we maintain an ethos where pupils feel secure, are encouraged to talk, and are listened to. In the Sixth Form Mrs Marshall is the Designated Safeguarding Lead and students can talk to any of the Designated Safeguarding Leads in the Academy also.

Careers Support

Careers education is built into our subject plans, Future Skills and enrichment programme. We also use Unifrog to give students access to live webinars and recorded lectures on a range of different careers and universities. Students will attend an in school careers fair as well as the UCAS discovery day to widen understanding of careers

Financial: Bursary & Free School Meals

There is a small bursary available to help support students who are likely to experience financial difficulties or significant hardships that could impact or prevent them from continuing their studies. Applications are available through Fakenham Sixth Form bursary which will be available from September. Should circumstances change during the academic year, an application can be made mid-year. For more information, please read the full bursary policy in your starter pack and on our website.

Free school meals

There have been some **updates to Free School Meals (FSM)** for 2026/27.

To help you understand these changes and check your eligibility, we recommend visiting the Norfolk County Council webpage, which provides up-to-date guidance and support:

<https://www.norfolk.gov.uk/freeschoolmeals>

If your child is currently in receipt of Free School Meals, please check you are still entitled from September when the changes come into place as these could stop.

If you think your child may be eligible, we strongly encourage you to apply, as this can provide valuable support.

Outreach Partners

We also work with other providers to offer students a wide range of support. These include but are not limited to:

- University of East Anglia
- Terrence Higgins Trust
- EP Youth
- Pathways to Work
- Norfolk LGBTQ+ Project
- Local businesses

Fakenham Sixth Form Site

Technology

All students will be issued with an ID badge (which provides the ability to print and photocopy), a personal email address, login and password. The Sixth Form areas are equipped with Wi-Fi so that students can bring their own devices to facilitate

work in study periods and lessons. Personal computers should be used in line with the Sixth Form's Acceptable Use Policy. Further details can be found - [Sapientia - Pupil Acceptable Use Agreement](#)



Students will be given a weekly printing allocation which they can use with their personal lanyards. Students should be aware that the Computer Misuse Act (1990) states that adding / editing / deleting data or entering a computer system without permission is an offence and students should take steps to ensure that their data is kept safe - such as logging off and changing their password regularly. Students should also make sure they are using hardware and software provided as intended to aid in their studies, and not for any other reason.



Mobile Phone Use

Mobile phones are not to be used during lessons for personal use. Use in lessons needs to be authorised by the teacher. Headphones/air pods are permitted provided that they are not worn around the site and are removed at the start of lessons.

All personal items brought into the Academy or Sixth form are at the student's own risk. The Academy & Sixth Form is not responsible for lost or damaged items.

Facilities

The Sixth Form has a number of specialist classrooms that are for the exclusive use of the Sixth Form students. Students also have a large study area equipped with computers and their own canteen which serves hot and cold food. For many students, all of their lessons will take place entirely within this Sixth Form block. Those students who study sciences and art will have lessons in specialist rooms in the main school.

In the Sixth Form we operate an open-door policy and students may use the Sixth Form facilities unsupervised when the rooms are not in use for a lesson. Students are welcome to use the study area before and after the Sixth Form Day.

Canteen

There is a canteen which is for the sole use of the students of the Sixth Form. Our canteen is 'Cashless', payments can be made with debit cards or Apple Pay or may be preloaded online using School Gateway App. Students who were eligible for free school meals in Year 11 may be entitled to continue to receive this benefit, please check on the Norfolk County Council website due to eligibility changes for September 2026.

Parking

We are very fortunate to have a large car park on site which students can use. In order to keep all of our students safe, students will only be able to park on site when all documentation (driving licence, motor vehicle insurance cover note, MOT certificate and proof of vehicle tax) has been reviewed by the Sixth Form Team, and the parking application form has been completed.

Whilst using this facility student's must ensure they keep themselves and other students safe by:

- o Driving safely into the site keeping the vehicle speed under 5mph whilst on the Academy premises.
- o Always be aware of the number of children on site, extreme vigilance is essential.
- o Leaving the Sixth Form site from 3.30pm onwards, after the buses have left.

If students fail to drive in a manner required, Fakenham Sixth Form can revoke parking rights and prohibit the vehicle from being used on the academy site.



Transportation

It is the responsibility of the student to ensure that transport is in place for the start of term. Students who enrol in Sixth Form are assumed to have established that they will be able to attend punctually, and transport will not be an obstacle to these requirements.

For travel information regarding the Post 16 Travel Scheme please use the following website or telephone number.

<https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/post16-travel-scheme>

Telephone: 03448008020

For information regarding the cycling allowance please use this website: <https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/cycling-allowance>

Further information and maps can be found on our website - <https://www.fakenhamacademynorfolk.org/sixth-form/transport>

2026/27 Academic Term



Headteacher: Mr G Green

TERM DATES - ACADEMIC YEAR 2026-2027

AUTUMN TERM

First day of term	Years 7 & 12 – Thursday 3 September 2026 All other Years return on – Friday 4 September 2026
Half Term	19 October 2026 – 30 October 2026
Last day of term	Friday 18 December 2026
Christmas/Winter holidays	21 December 2026 – 4 January 2027
Further Information	INSET days: Tuesday 1 September 2026 Wednesday 2 September 2026

SPRING TERM

First day of term	Tuesday 5 January 2027
Half Term	15 February 2027 – 19 February 2027
Last day of term	Thursday 25 March 2027
Easter/Spring holidays	26 March 2027 – 9 April 2027
Further Information	INSET days: Monday 4 January 2027

SUMMER TERM

First day of term	Monday 12 April 2027
Half Term	31 May 2027 – 4 June 2027
Last day of term	Thursday 22 July 2027
Further Information	Early May Bank Holiday – Monday 3 May 2027