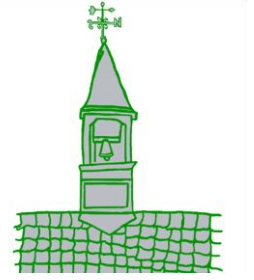




Fakenham Primary Federation



"Together we can"

Email: head@fakenhamjunior.org.uk
Federation Headteacher: Adam Mason
Federation Deputy Headteacher: Sarah Gallichan

Be the best YOU can be

4th September 2026

Dear Parents/Carers

Firstly, to anyone either I or Mrs Gallichan has not seen 'welcome back'. The first two days have been very positive in both schools for Y1-Y6, and we look forward to welcoming the Early Years children next week. I would like to welcome Amanda-Jayne Woodhouse to our Federation team, as a pastoral support worker and Charlotte Whitfield, who will be teaching in Y4 Hobby class on a Thursday and Friday, at least up to Christmas. They are both positive additions for us all.

Please can I remind all parents and carers about Synergy MATs policy and expectations around emails to and from staff. We will always aim to at least acknowledge any email sent within 24 hours – this may just be to say a more detailed response will be sent within five working days. Our staff are not expected to access or respond to emails outside of their normal working hours, hence I would ask for you to not email in an evening or over weekends; instead, please use the 'scheduled send' function that is available on email accounts. All staff, including myself and Mrs Gallichan, will do our utmost to respond to you via phone, email or in person as soon as we can, however we may not have the capacity to be immediately available. Schools are an essential service, but we are not an emergency service. Your understanding is appreciated.

From next week we will send a weekly email, on a Friday, that will include ongoing dates, key information and positive news – also reminders if they are required! Please ensure you open the email and read what we sent, this will help you keep informed about what is happening at the schools.

I will be sending a separate email to the parents of children at the junior site about start of day procedures. There will also be one arriving about PE days at FJS.

I hope you have a lovely weekend and I look forward to seeing you next week.

With regards,

Adam Mason