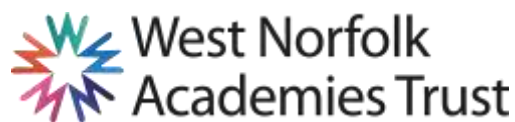




**Welcome to  
MARSHLAND  
HIGH SCHOOL  
2024 – 2025**



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## Introduction

Welcome to Marshland High School. This guide provides essential information in preparation for your child joining Marshland High School.

## Expectations

Marshland High School is dedicated to ensuring that every student gains the best outcomes and experiences possible. We believe that excellent academic qualifications provide each student with the best life chances and opportunities to ensure a successful and fulfilled future.

We have high expectations of our teachers and our students. We set challenging targets for all and support each other to achieve them. We work hard to monitor accurately the progress of students, celebrate academic success and intervene where necessary.

## Senior Leadership Team

Mr C Jansen	Headteacher
Mr J Crawley	Deputy Headteacher – Student Behaviour and Wellbeing
Mr O Mackett	Deputy Headteacher – Curriculum and Teaching & Learning
Mrs S Swinburn	Assistant Headteacher - Lower School
Mr C Teanby	Assistant Headteacher - Upper School
Mrs C Whitehouse	Assistant Headteacher – ECT Development and Careers
Mr D Lucas	Assistant Headteacher – Operations

## Contact Details

Marshland High School  
School Road  
West Walton  
Wisbech  
Cambridgeshire  
PE14 7HA

[www.marshlandhigh.co.uk](http://www.marshlandhigh.co.uk)

Telephone: 01945 584146

Email: [office@marshlandhigh.co.uk](mailto:office@marshlandhigh.co.uk)

Reception Opening Times are 08:00 to 16:00 Monday to Friday

## Term Dates 2024 – 2025

	<b>First Day of Term</b>	<b>Last Day of Term</b>
Autumn 1 <sup>st</sup> Half Term	Wednesday 4 <sup>th</sup> September 2024	Thursday 24 <sup>th</sup> October 2024
Autumn 2 <sup>nd</sup> Half Term	Monday 4 <sup>th</sup> November 2024	Friday 20 <sup>th</sup> December 2024
Spring 1 <sup>st</sup> Half Term	Thursday 7 <sup>th</sup> January 2025	Friday 14 <sup>th</sup> February 2025
Spring 2 <sup>nd</sup> Half Term	Monday 24 <sup>th</sup> February 2025	Friday 4 <sup>th</sup> April 2025
Summer 1 <sup>st</sup> Half Term	Wednesday 23 <sup>rd</sup> April 2025	Friday 23 <sup>rd</sup> May 2025
Summer 2 <sup>nd</sup> Half Term	Monday 2 <sup>nd</sup> June 2025	Tuesday 22 <sup>nd</sup> July 2025

## School Holidays 2024 – 2025

	<b>First Day of the Holiday</b>	<b>Last Day of the Holiday</b>
Autumn Half Term Holiday	Monday 28 <sup>th</sup> October 2024	Friday 1 <sup>st</sup> November 2024
Christmas Holiday	Thursday 23 <sup>rd</sup> December 2024	Friday 3 <sup>rd</sup> January 2025
Spring Half Term Holiday	Monday 17 <sup>th</sup> February 2025	Friday 21 <sup>st</sup> February 2025
Easter Holiday	Monday 7 <sup>th</sup> April 2025	Tuesday 22 <sup>nd</sup> April 2025
Summer Half Term Holiday	Monday 26 <sup>th</sup> May 2025	Friday 30 <sup>th</sup> May 2025
First day of Summer Leave	Wednesday 23 <sup>rd</sup> July 2025	

## Training Days/Bank Holidays

Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2024

Friday 25<sup>th</sup> October 2024

Monday 6<sup>th</sup> January 2025

May Bank Holiday – Monday 5<sup>th</sup> May 2025

## School Day Timetable

Morning	From	Until
Morning Registration	8.45	9.10
Lesson 1	9.10	10.10
Lesson 2	10.10	11.10
Morning Break	11.10	11.30
Lesson 3	11.30	12.30
Lesson 4	12.30	13.30
Lunch Break	13.30	14.15
Afternoon		
Lesson 5	14.15	15.15

## Safeguarding

At Marshland High School we work hard to ensure that there is a safe environment where students feel secure, are able to talk and feel listened to. All staff and governors at Marshland High School are trained in Safeguarding using the Norfolk County Council training programme. Our safeguarding policy can be found on our website, along with other policies relating to the care and safety of students, staff and visitors. All students can talk to staff or email confidentially to [safe@marshlandhigh.co.uk](mailto:safe@marshlandhigh.co.uk)

### Our Safeguarding Team:

Mr J Crawley	Deputy Headteacher & Designated Senior Lead (DSL)	
Mr S Cozens	Governor responsible for Safeguarding	
Mr C Jansen	Mrs S Swinburn	Mrs C Stearne
Mrs S Hobbs	Mr R Sedgeley	Ms H Dawson
Ms K Palmer	Miss M Chandler	Mr C Teanby

## Special Education Needs (SEND)

Our philosophy is to support students to gain the necessary skills that they require to become independent learners before they leave the school. The SEND team offer help with literacy and numeracy, touch-typing, sensory circuits and social communication skills. Individual needs are assessed and regularly reviewed to ensure the best possible support and outcomes. Contact is Ms H. Dawson - Trust Senior Assistant SENCO.

## Pastoral Team

Our school has a well-established Pastoral system which aims to ensure that continuous supervision is kept over your child's social and personal development alongside their academic progress.

Our Pastoral team is led by Mr Crawley, Deputy Headteacher, with individual Pastoral Managers for each year group providing care to our student body. Daily meetings focus on strategies to help students make progress academically as well as considering their emotional wellbeing. Pastoral staff deal with any incidents that may occur, enabling situations to be investigated and resolved quickly and effectively. We have an in-house school counsellor to further support students with their emotional well-being through a referral process.

## Tutor Programme

Registration form time is from 8:45 to 9:10am each morning with every student under the care of a Form Tutor. In Year 11, students move on to selected groups tutored by Subject Leaders, with regular progress reviews towards GCSEs and BTECs.

A full tutor programme for each year group aims to build student character and the culture within the school and covers elements of the following: Careers; LORIC (Leadership, Organisation, Resilience, Initiative, and Communication); Literacy; Numeracy; Make it Stick; well-being and assemblies linked to key current themes. It also references school core values and British Values.

## The House System

There are four Houses:

Hawking	Attenborough
Parks	Ennis-Hill

Our House system encourages and develops inter-house competition, with sports matches and subject competitions generating points. Awards are presented at the end of the school year.

## School Uniform

The compulsory school uniform consists of dark grey jacket with royal blue school heron and piping, labelled matching grey trousers or grey granite tartan skirt and house colour tie. We will be providing a tie, one jacket and one pair of trousers or skirt **free of charge to each Year 7 student joining Marshland in September 2024. A unique code to order online will be provided with you during the Summer Term along with deadlines to order.** Full details of the uniform expectations are on our website.

## Attendance

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Marshland High School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential with 100% attendance.

Parents and carers are required by law to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to increase attainment.

### **Important legal information**

The Local Authority operates a system where any pupil with at least 9 sessions (4.5 school days) of unauthorised absence within 6 school weeks meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at Marshland High School who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken.

There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

### **Requests for leave of absence**

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.



## Procedure for Informing School of Absence

The Marshland School Day consists of two sessions – morning and afternoon.

To report your child absent from school, please call the school on the morning of each day of absence to explain the reason for non-attendance.

**Absence Line: 01945 584146**

**email: [attendance@marshlandhigh.co.uk](mailto:attendance@marshlandhigh.co.uk)**

### Appointments

Please avoid making medical or dental appointments during the school day. However, if your child has an appointment during the school day, please ensure you inform us and provide evidence of the appointment to allow us to record their absence correctly.

If your child is not feeling well, for example, with minor conditions, headache, toothache, period pain etc, they are allowed to bring a single dose of paracetamol/Calpol to take mid-way through the school day. Also, if your child has been prescribed an inhaler, they should bring it to school with them. If they have been prescribed other medication it can be held securely at reception.

### Ready to Learn

To start the day in the correct way and to be ready for lessons, a simple check is completed during tutor time by the form tutor to ensure that every student has the correct uniform, their timetable along with their equipment needed to be 'Ready to Learn' which is a pen, pencil, ruler, a green pen and calculator. A warning will be given to any students who fail the 'Ready to Learn' check. If this is then not rectified in the given timeframe an afterschool detention will be issued.



Replacement items as well as school resources are available to buy online via School Shop on our website.



## Parent App

In advance of starting at Marshland you will be provided with unique login details for a parent app that will give you access to important information about your child's school development and progress. Once enrolled, access will allow you to monitor:

- Attendance, behaviour, and achievement
- Key dates including School term, INSET training dates and contact details at the click of a button
- Student assessment reports
- Notifications and reminders of important information
- Your contact details, which you can update in case of emergency
- Information on all your children, if you have more than one attending Marshland
- Trips, events and consent forms

You will be provided with all details during the Summer term, but if you have any queries or login requests please email [parentapp@marshlandhigh.co.uk](mailto:parentapp@marshlandhigh.co.uk)

## Cashless Catering

We operate a cashless catering system in our school canteen which eliminates the need for pupils to carry cash throughout the day, thus reducing the risk of loss. Our tills are biometric, using your child's thumb print on a scanner, meaning no special equipment, cards or cash are required.

Any amount can be paid into your child's account, and money spent on food and drink will be deducted on a daily basis. Free school meal entitlement is automatically allocated daily. Please note that any monies not spent from the daily free school meal allocation will not be carried forward or refunded.

Crediting your cashless catering account is via your online account which should also be used to pay for school trips and other activities.

To comply with current legislation we operate an "Opt-In" policy meaning you must complete the Cashless Catering form in your **Marshland High School Data Collection booklet**. If you choose not to have your child registered on the Biometric System, a system generated 4-digit PIN code will be allocated. Please note that PIN codes do not have the same level of security, and it will be your child's responsibility to remember the code and keep it secure at all times. The school will not accept any liability for misuse of PIN codes.

Biometric is a digital method of identifying an individual. In this case, a scan which reads between 50 & 130 points on the finger/thumb. It is not a fingerprint and is for cashless payment use only.

Please ensure you check your child's balance regularly and that sufficient funds are on their account.

## Canteen and Menu

### Opening Times

Break: 11.10 to 11.30

Lunch: 13.30 to 14.15

### Menus

Full details of the meals available can be found on our website. Our lunch menu changes on a three week rotation basis. Menus are reviewed at regular intervals and change seasonally. Daily specials and desserts are shown on a noticeboard in the dining hall.

### Drinks

There is a wide variety of drinks available and the prices can be found on the snack menu. Water fountains are available throughout the school. **Energy and Fizzy Drinks are not permitted on the school site.** Due to the visible effects on students of these types of drink, anyone found will have drinks confiscated and receive sanctions.

**We aim to be a 'Nut Free' school to protect children with severe allergies.**

### Example Break Menu

Please note prices may be subject to change.

## West Norfolk Academies Trust

Menu 2023/2024

## Sundries

**Drinks**

Aqua Splash	500ml	Citrus/Fruits of the Forest/Orange/Passion Fruit	£0.70
Juice Cartons	200ml	Apple/Orange	£0.70
Milkshake Carton	200ml	Chocolate/Banana/Strawberry	£0.70
Bottled Juice	500ml	Orange/Cranberry/Apple/Passion Fruit	£1.25
Bottled Water	500ml	Still	£0.70

**Cold Snacks** (Available Break and Lunch)

Fruit	Whole piece of fruit	£0.45
Fruit slices	Bag of freshly sliced fruit	£0.65
Brownie	Single	£1.00
Muffin	Chocolate or Blueberry	£1.00
Wraps	Selection of freshly prepared wraps	£1.20
Sandwiches*	Selection of freshly prepared sandwiches	£1.20
Baguettes*	Selection of freshly prepared baguettes	£1.50

**Dry Goods** (Available Break and Lunch)

Biscuit	Small packet of various biscuits (2 per pack)	£0.50
Flap Jack	Pre packed (Oat so simple)	£1.00
Cookie	One large pre packed (Oat so simple)	£1.00

*\*Gluten free options available alongside a selection of Gluten free cakes*

## Free School Meals

For updated information on eligibility, please contact the school's finance department or Norfolk County Council on 0344 800 8020 for guidance. The Free School Meal application is included in our Welcome Pack and can also be downloaded from the school website.

## Transport

For those living in the Norfolk catchment area, information regarding school bus transport can be found on the Norfolk County Council website (Norfolk.gov.uk):

- Education and Learning section
- School and college transport
- Home to school transport section

Contact Norfolk County Council School Transport on 0344 800 8020.

Norfolk County Council ONLY issue bus passes for routes in Norfolk for bus numbers 1, 2, 3, 4, 7, 10, 60 and not Marshland High School.

### Transport from Wisbech

For those children living within Cambridgeshire and outside our catchment area, it is the parent's responsibility to provide transport to Marshland High School. We operate a pay service bus (Bus 46) to transport students from two stops in Wisbech town centre (The Horsefair and Locomotive Pub). **This service requires payment to the school directly on a half term basis, and payable in advance.** Limited spaces available on a first come first serve basis. Indicative price from 2024 is £220 - £280 per term (£660 - £840 per year). New prices still to be confirmed.

## School Policies

School Policies are available on our Website:

[www.marshlandhigh.co.uk](http://www.marshlandhigh.co.uk) > About Us > Policies

Please pay particular attention to:

- Behaviour Expectations and Consequences
- Use of Mobile Devices and Social Media
- Attendance Policy
- Uniform Policy

## Next Steps

We look forward to welcoming you and your child to Marshland High School and hope they have a successful school career with us. We will write to you in due course with more information regarding Transition Days, Parent Information Meetings, student system log-ins, and uniform codes.

## Dates for the Diary:

- Year 6 Parent Information Evening – Thursday 4<sup>th</sup> July 2024 4 – 7pm
- Year 6 Transition Day – Friday 5<sup>th</sup> July 2024
- Year 6 Transition Additional Day – SEN students only – Monday 1<sup>st</sup> July 2024