



**Welcome to
MARSHLAND
HIGH SCHOOL
2023 – 2024**



Contents

Introduction.....	3
Expectations	3
Senior Leadership Team.....	3
Contact Details	3
Term Dates 2023 – 2024	4
School Holidays 2023 - 2024	4
School Day Timetable	5
Safeguarding.....	5
Special Education Needs (SEND)	6
Pastoral Team	6
Tutor Programme	6
The House System	6
School Uniform	7
Attendance	7
Procedure for Informing School of Absence.....	8
Ready to Learn.....	8
Parent App.....	9
Cashless Catering	10
Canteen and Menus.....	10
Free School Meals.....	11
Transport	11
School Policies	12
Transition Days	12

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
Miss S Ashfield	Deputy Headteacher
Mr O Mackett	Deputy Headteacher
Mrs S Swinburn	Assistant Headteacher - Lower School
Mr C Teanby	Assistant Headteacher - Upper School
Mrs C Whitehouse	Assistant Headteacher - Head of Science
Mr D Lucas	Assistant Headteacher - Head of ICT

Contact Details

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

www.marshlandhigh.co.uk

Telephone: 01945 584146

Email: office@marshlandhigh.co.uk

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

Term Dates 2023 – 2024

	First Day of Term	Last Day of Term
Autumn 1 st Half Term	Wednesday 6 th September 2023	Thursday 19 th October 2023
Autumn 2 nd Half Term	Monday 30 th October 2023	Wednesday 20 th December 2023
Spring 1 st Half Term	Thursday 4 th January 2024	Friday 16 th February 2024
Spring 2 nd Half Term	Monday 26 th February 2024	Thursday 28 th March 2024
Summer 1 st Half Term	Monday 15 th April 2024	Friday 24 th May 2024
Summer 2 nd Half Term	Monday 3 rd June 2024	Friday 19 th July 2024

School Holidays 2023 - 2024

	First Day of the Holiday	Last Day of the Holiday
Autumn Half Term Holiday	Friday 20 th October 2023	Friday 27 th October 2023
Christmas Holiday	Thursday 21 st December 2023	Wednesday 3 rd January 2024
Spring Half Term Holiday	Monday 19 th February 2024	Friday 23 rd February 2024
Easter Holiday	Friday 29 th March 2024	Friday 12 th April 2024
Summer Half Term Holiday	Monday 27 th May 2024	Friday 31 st May 2024
First day of Summer Leave	Monday 22 nd July 2024	

Training Days/Bank Holidays

Monday 4th and Tuesday 5th September 2023

Friday 20th October 2023

Wednesday 3rd January 2024

May Bank Holiday – Monday 6th May 2024

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

Our Safeguarding Team:

Miss S Ashfield	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 MChandler	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 Miss S Ashfield, 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 2023**. Full details are on our website and parents will be advised of uniform deadlines.

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.

The Local Authority operates a system where any pupil meeting the criteria for legal intervention listed below will be issued with a Fixed Penalty Notice:

The criteria is at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last six weeks.

Any pupil at Marshland High School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued the fine is £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against parents in the local Magistrates Court for the offence of failing to ensure their child has attended school regularly.

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

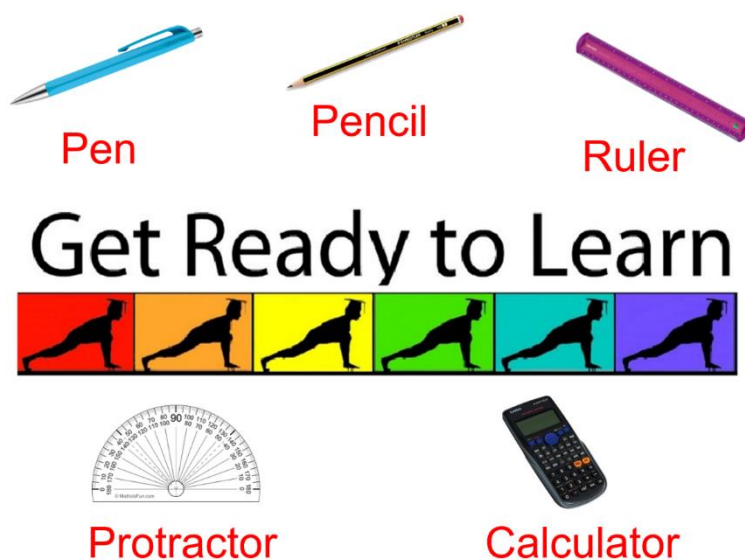
Appointments

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, protractor 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

SIMS Parent App provides easy access to important information and about your child's school development and progress. Once enrolled, access is provided to our parent app and website showing:

- Attendance, behaviour, and achievement
- Key dates including School term, Inset dates and contact details at the click of a button
- Student assessment report
- 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

Getting started with the SIMS parent app:

1. Complete the parent app section in the Marshland High School Data Collection booklet
2. We will send you an activation email, simply click on the link from your tablet, PC or smartphone to activate your account. If you do not receive an email and would like to be part of this app, then please email parentapp@marshlandhigh.co.uk. You will need to include; your name, your child's name and child's form in the email.
3. You can then login using your normal Facebook, Twitter, Google or Microsoft username and password.
4. From your smartphone or tablet, download the app from the Google Play or Apple App store – search for SIMS Parent.
5. If using a computer rather than the app, login online at www.sims-parent.co.uk

Your activation email is valid for 14 days and is unique to you and should not be used by anyone else.

If you require an additional login then please email 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 ParentPay 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 ParentPay 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 Menus

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.



BREAKTIME SNACK PRICE LIST	
PANINI	£1.25
PIZZA	£1.00
CROISSANT/PAIN AU CHOC/CINNAMON SWIRL	£1.00
CRUMPETS	50P
CHEESE/HAM BAGEL	£1.00
TOASTIE	£1.00
SALAD	£1.00
YOGURT	50P
JELLY	50P
GRAPES	50P
CHEESE/CRACKERS	50P
FRUIT COCKTAIL	50P
FRUIT	50P
SALAD BOWLS	£1.00
SANDWICH	£1.00
WRAPS	£1.00
LARGE WATER	70P
SMALL WATER	60P
RADNORS	70P
AQUA SPLASH	70P
LARGE MILKSHAKES	£1.00
JUICE CARTONS	40P
MILK	30P
CAPRI	70P

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 2022 is £203-£241.50 per term (£609-£724.50 per year). New prices still to be confirmed.

School Policies

School Policies are available on our Website (About Us > Policies) and would particularly draw your attention to:

- Behaviour Expectations and Consequences
- Use of Mobile Devices and Social Media

Transition Days

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 regarding Transition Days and Parent Information Meetings.