



**Welcome to
MARSHLAND
HIGH SCHOOL
2019 - 2020**

Contents

Introduction.....	3
Expectations	3
Senior Leadership Team.....	3
Contact Details	3
Term Dates 2019 - 2020.....	4
School Holidays 2019 - 2020	4
School Day Timetable	4
Safeguarding.....	5
Special Education Needs (SEND)	5
Pastoral Team and Tutor Team	5
The House System	6
Attendance	6
Procedure for Informing School of Absence.....	7
Behaviour for Learning Expectations - The BC System	7
Ready to Learn.....	8
Marshland School Uniform	8
Show My Homework	11
Parent App.....	12
Cashless Catering.....	13
Canteen and Menus.....	14
Free School Meals.....	15
Transport	16
Transition Days and Summer Sports Week	16

Introduction

Welcome to Marshland High School. This guide provides essential information in preparation for your child joining Marshland High School. Should you require further support, please contact the school office on 01945 584146 or email office@marshlandhigh.co.uk

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 a high expectation of both 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 T Duce	Deputy Headteacher
Mr D Nicholls	Assistant Headteacher - Curriculum & Staffing
Mr D Saunders	Assistant Headteacher - Key Stage 4 Outcomes & Achievement
Mrs S Swinburn	Assistant Headteacher - Key Stage 3 Outcomes & Achievement
Mrs K Featherstone	Lead Practitioner / Professional Tutor
Mr D Lucas	Assistant Headteacher - Head of Mathematics/ Data & Reporting
Mr O Mackett	Assistant Headteacher - Head of English
Mrs C Whitehouse	Assistant Headteacher - Head of Science

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 2019 - 2020

	First Day of Term	Last Day of Term
Autumn Term	Wednesday 4 th September 2019	Friday 20 th December 2019
Spring Term	Monday 6 th January 2020	Thursday 2 nd April 2020
Summer Term	Monday 20 th April 2020	Friday 17 th July 2020

School Holidays 2019 - 2020

	First Day of the Holiday	Last Day of the Holiday
Autumn Half Term	Friday 18 th October 2019	Friday 25 th October 2019
Christmas	Monday 23 rd December 2019	Friday 3 rd January 2020
Spring Half Term	Monday 17 th February 2020	Friday 21 st February 2020
Easter	Friday 3 rd April 2020	Friday 17 th April 2020
Summer Half Term	Monday 25 th May 2020	Friday 29 th May 2020
First day of Summer Leave	Monday 20 th July 2020	

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 in which students feel secure, are able to talk, and that they 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.

Our Safeguarding Team:

Mr T Duce	Deputy Headteacher & Designated Senior Lead (DSL)	
Mr Steve Cozens	Governor responsible for Safeguarding	
Mr C Jansen Ms T Pearce	Mr D Saunders Mrs S Bradley	Mrs S Swinburn

Special Education Needs (SEND)

Our school 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 support, Touch typing, Sensory circuits, Social Communication group. Individual needs are assessed and regularly reviewed to ensure the best possible support and outcomes. Primary School contact is Mrs H. Dawson - Assistant Trust SENCO

Pastoral Team and Tutor 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.

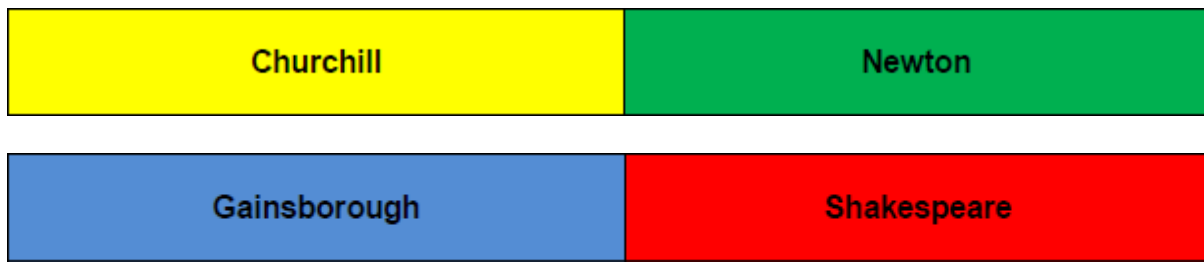
Our Pastoral team is led by Mr T Duce, Deputy Headteacher, with non-teaching support staff providing pastoral care to our student body. Daily meetings focus on support strategies to help students make progress academically as well as considering their emotional wellbeing. Pastoral support staff deal with any incidents that may occur, enabling situations to be investigated and resolved quickly and effectively.

Every student is under the care of a tutor. In Year 11, students move onto selected groups tutored by Subject Leaders. These groups are regularly reviewed in line with progress towards GCSEs and BTECs giving an option of 25 minutes extra tuition of specific subjects per day.

Form tutors develop an understanding and detailed knowledge of each individual's personality and capabilities. Each week, time is made available for the tutor to check students' Learning Diaries and to discuss their progress at school. Tutors also become academic mentors, using assembly time to meet with students to ensure that good progress is being made.

The House System

There are four Houses:



Our House system encourages and develops inter-house competition, such as sports matches and subject competitions generating House points. A cup is presented to the House with the greatest number of points at the end of the school year.

Parents will be advised which House your child is allocated to before the end of July 2019 allowing you to buy the correct coloured jumper and tie reflecting House Colours.

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 support children's 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:

- 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2019); or
- 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at Marshland High School who meets either of 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.

Appointments

If your child has an appointment during the school day, please ensure you inform the school and provide evidence of the appointment to allow us to record their absence correctly.

Behaviour for Learning Expectations - The BC System

BC1

Low level disruption warning. A student has been warned about their behaviour and has failed to respond to the warning. A note is written in the student's Learning Diary.

BC2

Persistent low level disruption. The student fails to respond to the BC1 and so a warning with sanction is given. The issue is noted in the Learning Diary and a ten minute detention with the class teacher is set for the next available opportunity. BC2 can also be given for lateness, lack of homework, failure with a Ready to Learn Check or insufficient effort.

BC3

Student sent to a partner colleague or classroom to complete the lesson. The student continues to disrupt or carries out a piece of behaviour that merits being sent out straight away. A 20 minute detention will be issued and a note written in the Learning Diary. Failure to attend leads to a BC4. Parents or guardians will be informed if multiple BC3s are received.

BC4

Student is removed from partner class to a Senior Leader or Head of Department. A 40 minute after school detention is set by the Head of Department. Failure to attend results in a one hour Headteacher's after school detention.

Failure to attend the Headteacher's after school detention can result in a meeting being arranged between the Head of Department, student and parent/guardians to discuss behaviour. Intervention of being placed on report may be put in place with further discussion with the Pastoral Team.

Marshland continues to review behaviour policy and practice to ensure our high behaviour expectations are met by all students.

Ready to Learn

A Learning Diary is issued at the start of the academic year and gives students everything they need to know about timetables, behaviours and expectations. Our timetable consists of an alternating Week One and Week Two Curriculum throughout the year.

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, a pen, pencil, ruler, calculator and learning diary. Pastoral detention and a BC mark as outlined above will be issued for students who fail the ready to learn check.



Replacement items are available to buy at the School Shop which is open at specific times during the school day.

Marshland School Uniform

Our Uniform Policy states that pupils must wear uniform at all times. This reduces fashion rivalry, helps create a positive self-image and a sense of belonging.

- Plain white shirt, short or long sleeved, fitted or non-fitted, with stiff collar suitable for wearing with a tie.
- School tie, with the house coloured stripe and Heron logo (available to order).
- Plain, straight-legged, black trousers (not fashion trousers), or black skirt of a reasonable length around the knee, not denim or cord.
- Belts must be plain black.
- Black V-necked jumper or sleeveless pullover with Heron and Marshland High School in House colour (available to order).
- Plain black shoes, not trainers, plimsolls, canvas shoes or boots.

- A standard analogue or digital watch with the student's name on – electronic wearable devices should not be worn to school.
- A coat that can be worn over the school jumper. Any piece of clothing with a hood that is made of sweatshirt material is not permitted in school.

Uniform is sold by Price and Buckland directly. To order school uniform please go to the Marshland High School website and follow the uniform link to the Price and Buckland site. Once registered you can login and place an order.

PE Kit

- White short sleeved polo shirt / T-shirt
- Navy blue or black shorts / Skort
- Navy blue or black long sports/football socks
- Short white socks
- Training shoes for indoor use, not Astroturf trainers as they damage the floor
- Training shoes suitable for outdoor use
- Football boots or similar for outdoor wear
- Navy blue or black sports jumper or tracksuit top
- Navy blue or black tracksuit bottoms / sport leggings
- The school provides all other equipment, e.g. hockey sticks etc.

General Expectations

- Jewellery should not be worn, other than a watch, small signet ring and one pair of studs in separate ears only.
- Nose studs or rings, eye / tongue / stomach piercings, etc, are not permitted under any circumstances (this also applies to PE Expectations).
- Excessive make-up and nail varnish may not be worn. Fake nails and eyelashes are also not acceptable. Make-up where worn must be discrete and 'natural' in appearance.
- No pupils should be bringing valuable personal items to school such as expensive jewellery.
- All pupils' hair should remain a natural colour and the style of the hair should not make the pupil stand out. Extreme styles such as Mohicans/Skinheads/Mohawks are not permitted. Any cuts less than "Number 1" are also not suitable. If in doubt or a particular style is needed for medical or cultural reasons then please discuss this with Senior Staff. The Headteacher will ultimately make the judgement call as to whether a particular hairstyle is appropriate for school.
- Drinking water is available from fountains on site and may be carried by students during the day and be consumed during lessons, at the teacher's discretion. Reusable water carriers should be clear, plastic bottles. Fizzy drinks and Energy drinks are not permitted on site.

- If students bring a mobile phone to school it will need to be turned off and out of sight during the school day. Mobile phones and headphones can be confiscated and returned at the end of the day. Mobile electronic devices including those can be worn, tablet computers and headphones are not to be used on site. If personal items are damaged or go missing, then the school cannot be held responsible.
- Cigarette lighters, cigarettes, matches, aerosols or drugs may not be carried by students at any time.

PE Expectations

- Students should refrain from getting fresh piercings until the start of the six weeks holidays.
- All piercing jewellery (including new ones) will have to be removed for PE lessons.
- If students insist on getting fresh piercings, then they must practice taking them in and out, so when it comes to PE there is no issue.
- Students must remove all personal effects (including piercings) for every practical PE lesson for health and safety reasons.
- Placing tape over earrings is not appropriate as this would not stop the stud penetrating the bone behind the ear (fractured skull) should an unintentional blow be received.
- Indemnities from parents are not lawful and cannot be adhered to.



Price & Buckland
SCHOOLWEAR SINCE 1959

Show My Homework

This online tool and app allows parents to keep track of homework, by providing a deeper insight of tasks set, as well as submission status and grades. We hope that it helps with student's organisation, time-management and keeping on top of workloads.

You will be provided with login details to your personal account, ready-linked to your child's homework calendar.

Simply visit Show My Homework and follow the links to logon and view your child's live homework calendar.

- 24/7 access
- View quality and quantity of homework
- Translation into over 50 languages
- Apps available for iPhone, iPad, iPod Touch, and Android devices
- Receive automated notifications before homework is due

Instructional videos are available on the Show My Homework website to find out more and email support is available from help@showmyhomework.co.uk



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
- PRAISE 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. From a PC or Windows phone, login online at www.sims-parent.co.uk

Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login then please contact the school.

Your activation email will expire after 14 days if it is not used, please contact the school if you require a replacement after this date.



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 till payment system is biometric, using your child's thumb print on a scanner, meaning no special equipment, cards or cash need to be carried by children.

Any amount can be paid into the child's account, and any money spent on food and drink will be deducted on a daily basis. Free school meal entitlements are automatically allocated daily. Please note that any monies not spent from the daily free school meal allocation will not be carried over to the next day.

We have two payment options available to you – either online via Parent Pay, or coin and note payments at the pay-point near reception. Parent Pay 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 the 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 the PIN code.

Frequently Asked Questions

What is Biometric?

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.

What methods of payment can be used to credit an account?

Money can be credited to an account in one of two ways:

Online payments - To make a payment online, please go to the school website and select the online payments link to make an electronic payment via Parent Pay.

Cash payments at Pay Point – sited next to Reception. Top up accounts by the child placing their finger/thumb on the sensor and inserting cash. However, please note that the online payment is the most efficient method, as the pay-point will only be switched on before school and during break and lunchtimes. As a result, there may be a queue to use this facility. The machine only accepts:

Notes - £20, £10, £5

Coins - £2, £1, 50p, 20p, 10p, 5p – Copper coins (2p and 1p) are not accepted.

Once an account has been credited, money cannot be withdrawn and must be spent on meal/break services.

Over the next 18 months we will be phasing out the Pay Point machine and moving entirely to a cashless system via Parent Pay.

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 will change seasonally. Daily specials and desserts are shown on a noticeboard in 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.

Example Marshland Lunch Menu – Week One

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN DISH	LEAN MINCED BEEF AND ONION PIE	BUTCHERS SAUSAGES IN GIANT YORKSHIRE PUDDING WITH ONION GRAVY	CHICKEN FAJITAS	ROAST OF THE DAY & YORKSHIRE PUDDINGS	FISH SHOP DAY BATTERED COD / BREADED FISHFINGERS, LEMON & TARTARE SAUCE
VEGETARIAN	SUMMER VEG & CHEESE PASTA BAKE WITH GARLIC BREAD & GREEN SALAD	SPANISH OMELETTE	SEASONAL VEGETABLE FAJITAS	QUORN SAUSAGE & TOMATO ROLL, PARMENTIER POTATOES AND MIXED SALAD	BBQ VEGETABLE HOAGIE TOPPED WITH MOZZARELLA
POTATOES	NEW POTATOES	MASH POTATOES	WEDGES WITH RED ONION & HERBS	ROAST POTATOES	CHIPS
FRESH VEGETABLES	CARROTS & GARDEN PEAS	GREEN BEANS	SWEETCORN	ROAST PARSNIPS, CARROTS, CAULIFLOWER & BROCCOLI	GARDEN PEAS
DESSERT OF THE DAY	DESSERT OF THE DAY	DESSERT OF THE DAY	DESSERT OF THE DAY	DESSERT OF THE DAY	DESSERT OF THE DAY
PASTA POTS	PENNE WITH CHOICE OF SAUCES	TWISTS WITH CHOICE OF SAUCES	SHELLS WITH CHOICE OF SAUCES	FARFALLE WITH CHOICE OF SAUCES	MACARONI WITH CHOICE OF SAUCES
DAILY SPECIALS	SALAD BAR PLUS GRAB AND GO SALAD BOWLS	SALAD BAR PLUS GRAB AND GO SALAD BOWLS	SALAD BAR PLUS GRAB AND GO SALAD BOWLS	SALAD BAR PLUS GRAB AND GO SALAD BOWLS	SALAD BAR PLUS GRAB AND GO SALAD BOWLS

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 Finance department or Norfolk County Council on 0344 800 8020 for guidance. The Free School Meal application form is included with our Welcome Pack and can also be downloaded from the school website.

Transport

Information regarding school bus transport can be found on the Norfolk County Council website under

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

Contact Norfolk County Council School Transport on 0344 800 8020.

New applications for the 2019-20 school year

The 2019-20 online application form for students applying for school transport from September 2019, will be available from early May 2019. This is via the Norfolk County Council website. Bus passes are issued from Norfolk County Council for Bus routes in Norfolk for bus numbers 1, 8, 3, 4, 7, 60, 10 and not by Marshland High School.

Transport from Wisbech

The school have arranged for Bus 46 to transport students residing in Wisbech, but not within the school catchment area. This service requires payment to the school directly on a half term basis, to be paid for in advance. The price for this service for the new school year has not been released at present and there will be limited spaces available. We will update our school web site over the coming months with more information and outline pricing. If you would like to register interest in more information, please complete the form in your pack.

Transition Days and Summer Sports Week

We look forward to welcoming you and your child to Marshland High School and for them to have successful school career with us. To begin the process of transition your child will have the opportunity to join us on the Taster Days in July. Our next correspondence with you will detail all the information about the Taster Days along with your child's House and Form allocation.

We will be running a Sports Week from Thursday 25th July to Wednesday 31st July 2019 (five days) from 8:45am to 3:15pm each day and costs £100. A letter outlining full details and an enrolment form is included in the introductory pack. Last year the students who attended from year 6, supported by our year 7 students, found it extremely valuable in reducing apprehension about 'moving up' to secondary school.

Potential sessions will include basketball, netball, table tennis, cricket, hockey, football, archery, trampolining, rounders, dance and tennis.

It is an exciting chance to make new friends, get a better understanding of the school layout and to meet some of our teaching staff.