# Welcome to MARSHLAND HIGH SCHOOL 2026 – 2027

West Norfolk Academies Trust

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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

Visit: 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 2026 – 2027

| | First Day of Term | Last Day of Term |
|---|---|---|
| Autumn 1st Half Term | Thursday 3rd September 2026 | Thursday 22nd October 2026 |
| Autumn 2nd Half Term | Monday 2nd November 2026 | Friday 18th December 2026 |
| Spring 1st Half Term | Tuesday 5th January 2027 | Friday 12th February 2027 |
| Spring 2nd Half Term | Monday 22nd February 2027 | Thursday 25th March 2027 |
| Summer 1st Half Term | Tuesday 13th April 2027 | Friday 28th May 2027 |
| Summer 2nd Half Term | Monday 7th June 2027 | Wednesday 21st July 2027 |

## School Holidays 2026 – 2027

| | First Day of the Holiday | Last Day of the Holiday |
|---|---|---|
| Autumn Half Term Holiday | Friday 23rd October 2026 | Friday 30th October 2026 |
| Christmas Holiday | Monday 21st December 2026 | Monday 4th January 2027 |
| Spring Half Term Holiday | Monday 15th February 2027 | Friday 19th February 2027 |
| Easter Holiday | Friday 26th March 2027 | Monday 12th April 2027 |
| Summer Half Term Holiday | Monday 31st May 2027 | Friday 4th June 2027 |
| First day of Summer Leave | Thursday 22nd July 2027 | |

## Training Days/Bank Holidays

Tuesday 1st September 2026

Wednesday 2nd September 2026

Friday 23rd October 2026 (School is closed on this day)

Monday 4th January 2027

Monday 12th April 2027

May Bank Holiday – Monday 3rd May 2027

## 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:**

| | | | |
|---|---|---|---|
| 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 | Mr O Mackett |
| Mrs S Hobbs | Mr R Sedgeley | Ms R Bazeley-Smith | Ms K Palmer |
| Mr C Teanby | Miss E Hilton | Miss M Chandler | Mrs S Pettifar |

## 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 S Pettifar – Assistant Trust 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 a Pastoral Manager 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.

## 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; and Well-being, all linked to key current themes. It also references school core values and British Values. Each year group has a tutor-time assembly once every week.

## The House System

Marshland has four Houses to encourage and develop inter-house competition, with sports matches and subject competitions generating points. Awards are presented at the end of the school year:

| | |
|---|---|
| **Hawking** | **Attenborough** |
| **Parks** | **Ennis-Hill** |

## 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 2026. 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 DfE 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 Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term-time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to parent/s with day-to-day responsibility for the child's attendance or parent/s who have allowed the absence (regardless of which parent applied).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

**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 586314** | **Email: 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 student who fails 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, and also the MCAS App when you have access.

## Parent App

In advance of starting at Marshland you will be provided with unique login details for the parent app MCAS (My Child at School) that gives 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 data@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 section on the MCAS App. 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 in 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 Menu**

Please note prices may be subject to change.

| 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 | | |
|---|---|---|
| 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 |
| 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***

| Break Menu | | |
|---|---|---|
| Chicken Burger | | £1.30 |
| Vegan Burger | | £1.30 |
| Pizza Slice | Peperoni/Cheese and Tomato | £1.25 |
| Panini | Cheese/Cheese and Tom/Cheese and ham/Peperoni | £1.30 |
| Toasties | Cheese/Cheese and ham/Cheese and Tomato | £1.25 |
| Sausage Roll | | £1.10 |
| Pain au chocolat | | £1.00 |
| Cinnamon swirl | | £1.00 |

| Lunch including Meal Deals | | |
|---|---|---|
| Main Meal | *See Main meal options* | £2.40 |
| Plain Pasta Pot | | £0.60 |
| Pasta Pot with sauce | Tomato and basil/Sauce of the day | £1.40 |
| Salad | Tuna/Cheese/Ham | £1.40 |
| Main meal + £0.70 drink. | | £2.60 |
| Main meal + Piece of fruit or packet of biscuits. | | £2.60 |
| Wrap or sandwich + Piece of fruit or packet of biscuits + £0.70 drink. | | £2.60 |
| Pasta Pot with sauce + £1.00 cold snack or dry goods + £0.70 drink. | | £2.60 |

## Free School Meals

For updated information on eligibility, please contact the school's finance department (email finance@marshlandhigh.co.uk) 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.
Apply online at https://www.norfolk.gov.uk/freeschoolmeals

## Transport

For those living in the Norfolk catchment area, school bus transport details can be found at www.norfolk.gov.uk/applyfortransport – or follow links through the 'Education and Learning section' for 'School and college transport', 'Transport for 5 to 16-year-olds' where you can also find school bus timetables and maps. Contact Norfolk County Council 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, payable in advance**. Limited spaces available on a first-come, first-serve basis. The indicative price from September 2026 is £220 - £290 per term (£660 - £850 per year). New prices still to be confirmed. Once a place has been confirmed Bus passes can be purchased via your MCAS app.

## School Policies

School Policies are available on our Website > About Us > Policies
Please pay particular attention to:

- Behaviour and Uniform Policy which include expectations and consequences
- Mobile Electronic Device Policy
- Attendance 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 over the Summer Term with more information regarding: Transition Days, Parent Information Meetings, Student System log-ins, Free Uniform codes, Tutor Groups and Houses.

## Dates for the Diary

- Year 6 Parent Information Evening – Thursday 9th July 2026
- Year 6 Transition Day – Friday 10th July 2026