

STUDENT WELCOME BOOKLET

Welcome to Marshfields School.

This information is to give new students and their families a short introduction to the key information you need about Marshfields School. There is a great deal of information also available on the school website, and staff on reception can also answer any questions you may have.

GENERAL INFORMATION

E-mail office@marshfields-sch.co.uk

Website www.marshfields.co.uk

KEY SCHOOL STAFF

Acting Headteacher Mr I Graham-Wells

Assistant Headteacher Ms A Howard

Associate Assistant Headteacher Mrs R Hogan

Associate Assistant Headteacher Mr T Fisk

Acting SENCO Miss H Mills

School Business Manager Mrs K Pizzo

Head of Pastoral: Lower School Mr C Pilbeam

Head of Pastoral: Upper School Mr M Purkiss

Family Partnership Worker Mrs P Elton

THE SCHOOL DAY

8.40am	School opens
8.50am – 9.00am	AM Registration
9.00am – 9.30am	Period 1
9.30am – 10.30am	Period 2
10.30am – 10.45am	Break
10.45am – 11.45am	Period 3
11.45am – 12.45pm	Period 4
12.45pm – 1.15pm	Lower school lunch Upper school activities
1.15pm – 1.45pm	Upper school lunch Lower school activities
1.45pm – 1.55pm	PM Tutorial
1.55pm – 2.55pm	Period 5
2.55pm – 3.05pm	Tutor Time
3.05pm – 3.20pm	Dismissal

COMMUNICATION

Information is shared with you using the SIMs Parent App. When your child joins the school, the data manager will issue parents / carers with a log-in. All communication will be sent through this app.

We do not issue letters in a hard copy.

If you need support accessing the app, please contact the Data Manager, Mrs White, by contacting reception, 01733 568058.

ATTENDANCE AND ABSENCE REPORTING

Our school starts at 8.50am and we expect all children to be in class by this time. Registers are marked at 8.50am and close at 9.00am.

If your child is going to be absent from school, you must contact the school on the first day and subsequent days of absence and inform the school of the reason for the absence (unless it is a diagnosed medical condition and evidence is on file).

You can do this by:

Telephone: (01733) 568058 - Option 1

Email: attendance@marshfields-sch.co.uk

LEAVE OF ABSENCE

As a school we ask parents/carers not to take children out of school without the permission of the headteacher as per the Law and Legislation. However, if there are exceptional circumstances and you need to request a leave of absence please email the attendance officer in the first instance: attendance@marshfields-sch.co.uk

All applications for leave of absence must be made at least 4 weeks in advance.

CURRICULUM

The curriculum is designed around the SEND of the students at the school.

All information is available on our website - <https://www.marshfields.co.uk/wp-content/uploads/2022/11/Curriculum-Booklet-2022-23.pdf> - Academic - Curriculum – Curriculum Booklet

ANNUAL REVIEWS

Your child's annual review will take place one year after their last one. The school's assessment system, BSquared, uses assess, plan, do, review to evidence the progress your child is making. The information from BSquared will be shared with you three times a year in progress reports, once a year in their annual review and once a year at in-person progress evening.

PERSONAL BELONGINGS

All personal belongings should be clearly marked with the owner's name. Any money should be handed in to the class tutor for safe keeping. Valuable items should not be brought into school.

Any mobile phones brought to school should be handed in to the form tutor for safe keeping and returned at the end of the school day.

Parents and carers should note that the school cannot accept liability for the loss or damage of personal property.

MEDICINES

Students may require access to certain medications in school whether it be for long or short-term usage. However, we do require parents / carers to make a written request that medicines be stored and administered. Medicines must be handed to the office by parents / carers and should never be sent into school with students. Medicines must be supplied with their original pharmacy labels to ensure the correct dosage is given.

Asthmatic students must always keep an inhaler in school.

No medicines of any type can be given without parental consent.

SCHOOL MEALS

Lunch is prepared on the premises and served in the school dining hall. School dinners should be paid for in advance and this can be by using our online system, Schoolcomms - ParentPay, or cash handed in at school. The cost of a school meal (fixed by the Schools' Meal Service) is currently £3.78 per day or £18.90 per week.

Some students are entitled to free school meals. To apply please go to:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/help-with-school-learning-costs/free-school-meals>

Arrangements can be made for students requiring a special diet for health or religious reasons. A vegetarian meal is always available. Students may bring packed lunches, if they prefer, to be eaten in the dining hall. Please ensure any drinks are stored in unbreakable containers.

TRANSPORT

The Local Authority provides transport for students at Marshfields. To apply for transport, please go to <https://www.peterborough.gov.uk/residents/schools-and-education/school-transport> as soon as your child's placement is agreed.

When a student arrives home, it is for the parent to decide if the child will be met at the bus OR taxi point. The escort will not bring the student to the door.

The transport will never run early but may occasionally be delayed by traffic conditions, breakdown, or weather. Should the transport fail to arrive, it is the responsibility of parents / carers to make sure the student can return home or to a relative or friend.

If a parent wishes a student to be dropped at a different address after school, the school must be informed in writing.

INDEPENDENT TRAVEL

As part of 'Preparing for Adulthood', your child may be offered age-appropriate bus training / training for independent travel. This normally begins in year 10 or 11 and is based on your child's needs. Students are supported during this training and are risk assessed before becoming independent travellers.

PHOTOGRAPHIC AND VIDEO IMAGES

We really value using photographs and videos of students to showcase their achievements in school and as evidence of their successes. We therefore seek your consent to be able to take and store such images to enhance your child's educational experience and as a record of their school life whilst at Marshfields.

If you change your mind at any time, you can let us know by emailing office@marshfields-sch.co.uk or by calling the school office on (01733) 568058.

SOCIAL MEDIA

As well as our website, the school has Facebook and Instagram pages. These will be used to update you on what is happening in school such as vaccinations, student successes, non-uniform days, and information about school trips.

To find us on Facebook simply search for [@marshfields.sch](#) and on Instagram search for [@marshfieldsschool](#)

Please complete the consent form in your pack to advise on whether we can use images of your child on social media.

UNIFORM

Uniform can be purchased from Total Clothing at 9 Botolph Bridge Trading Estate, Oundle Road, Woodston, Peterborough, PE2 9QP or via the online shop at <https://www.totalclothingshop.co.uk/marshfields>

Key Stage 2 (Y3, 4, 5, & 6) should wear a white polo shirt, black trousers or black skirt and a black branded V-neck jumper or plain black jumper.

Plain black tights or plain black socks can be worn.

Sensible, black shoes made from either synthetic or natural leather should always be worn. These must provide full toe cover. No sandals or high heels.

Students should wear full PE kit all day when they have PE. They will not need to get changed.

A suitable coat is required for outdoor play, waterproof and with a hood.

Long hair should be tied up and all uniform items must be clearly labelled.

We understand that there may be sensory or physical needs that require reasonable adjustments to be made to the uniform policy.

Key Stage 3 (Y7, 8 and 9) should wear a white shirt, tie, and branded V-neck jumper.

Key Stage 4 (Y10 and 11) should wear a white shirt, tie, and branded blazer.

Trousers should be black formal with either a shaped leg, boot-cut or standard fit. Belts should be formal, black, and plain.

Skirts should be black with stitched down knife pleat and of an appropriate length, closer to the ankle than the knee.

Natural or plain black tights or plain black socks can be worn.

Sensible, black shoes made from either synthetic or natural leather should always be worn.

Students may wear long or short sleeved white shirts.

Students in Year 12 and Year 13 should wear business dress, appropriate for attending an interview and black shoes as described above.

PE KIT

- A branded polo shirt
- A branded hoodie
- Plain black tracksuit bottoms
- White P.E. socks
- Trainers / plimsolls suitable for outdoors
- Swimming trunks / costume / towel



Students should wear full PE kit all day when they have PE.

SWIMMING

Key Stage 2 and Year 7 students will go to the Regional Pool once a week for a swimming lesson. On this day, please provide their swimming kit as outlined above. The swimming pool provide floats and other swimming aids, but goggles are a personal preference and should be provided by parents/carers if considered necessary. If required, swim hats will be provided.

When students are able, they will be encouraged to travel to school using public transport. A free bus pass is provided, and training will be given.

Students can come to school by bicycle or independently if they have the written permission of their parents / carers and after discussion with the school.

LUNCHTIME CLUBS

There are four clubs available with lots of different activities in each. These are:

- Book Club
- Sports Club
- Creativity Club
- Quiet Club

EDUCATIONAL AND OFF-SITE VISITS

Please sign and date the form in your pack if you are happy for your child,

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity

Please note the following important information before signing the form:

- The trips and activities covered by this consent include:
- all visits (including residential trips) which take place during the holidays or a weekend.
- adventure activities at any time
- off-site sporting fixtures outside the school day,
- all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Off-site visits and activities encourage students to apply skills they learn in school into everyday life. Experiences of real-life settings in some cases is a requirement of the course your child may be following. Unless such an activity is hazardous or involves returning outside of normal school hours, we would not ask for individual permission slips.

Please sign and date the form in your pack if you agree to these terms.

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FIVE-POINT RESPECT PLAN



STUDENT FEEDBACK

"I got to make new friends and learn new subjects." Ebony
"I love football club at lunchtime." Lewis
"I love playing football with Mr Pilbeam." Aston
"I really enjoy my lessons, especially History. My teacher is really nice."
Milena
"I really like PE." Jack
"I can help you get to lunch clubs." Bobby
"You can make good friends at break." Joshy
"If you're lost, you can ask an adult." Nikol

HOUSE SYSTEM

Our House system is an integral part of every school day. We have four Houses, each with its own House Champion from the staff body. Their task is to motivate and enthuse the pupils within their House and play a full and active part in the inter-House competitions.

Our four Houses are:

- Gandhi – Red
- Nightingale – Blue
- Attenborough – Green
- Fitzgerald - Yellow

Every student and staff member are placed in one of the Houses when they join school. Where possible, siblings are in the same House to foster a sense of family loyalty – and less tension on Sports Day! By being a member of the House family, students and staff are encouraged to show team spirit.

The House System aims to facilitate:

- Increase integration between the different year groups.
- Increase community spirit.
- Develop peer mentoring.
- Boost the existing rewards system.
- Encourage more students to be involved in competitions.
- Develop leadership opportunities for students in all key stages.

There are many House events throughout the year from all areas and across all phases of Marshfields. This blend ensures that everyone can represent their House in something that they enjoy or are good at. For example, House events include sporting activities, art competitions, cookery contests and various other activities such as gardening, playground games and events designed and organised by our students.

Staff lead by example and take part in the same events as the students.

All students can earn house points for their House; House points are at the heart of our all through reward system. Points are awarded for pro-social reasons, such as good work, contribution to lessons, community spirit and participation in House competitions. Students can also gain valuable house points every week for doing the right thing or going the extra mile.

Our yearly 'all through' sports day also contributes to the running total for House points and involves all students.

At the end of the academic year, all house points are added up and one House wins the overall cup – this will be awarded in the achieve assembly in the summer term.

Students will feel proud and have a shared common goal to all work towards their house earning points.