



the
LatimerArts
College

Unlocking Potential – Inspiring Excellence

**Information Pack for
Parents and Carers**

2025-2026



HONESTY EXCELLENCE AMBITION RESPECT TEAMWORK



Introduction

We hope that this information booklet is a useful reference document for parents/carers. It provides information on our current systems and procedures, all of which are designed to ensure that your child has the very best start and learning experience. We would urge you to ensure that you have read the information enclosed and share it with your child.

By sending your child to our school, you are agreeing to uphold all of our policies and therefore we ask that you take the time to look through them carefully. They can all be accessed via our website and printed copies of individual policies can be provided on request.

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Unlocking Potential – Inspiring Excellence

At Latimer, we share a set of common values that guide us in all we do:

Honesty, Excellence, Ambition, Respect and Teamwork (HEART)

As a community we aspire to be the best we can and to exemplify these values through our interactions with others and our personal attitude to learning.

We are passionate about unlocking students' potential and inspiring ambitious futures. We ensure there are no barriers to achievement and no limits on aspiration.

We provide a highly stimulating learning experience with a wealth of wider opportunities to enable students to gain skills, personal qualities and qualifications, that will lead them to have fulfilling careers and choices in their futures.

At the heart of everything we do is the desire to ensure students leave Latimer as honest, respectful, confident young people, who will have a positive impact on our local community and wider society.



Safeguarding and Child Protection

Latimer fully recognises the contribution it can make to protecting children and supporting students in school. Students' welfare and safety is of paramount importance. We have a Child Protection and Safeguarding Policy, the aim of which is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate.

Latimer has a duty to keep parents/carers informed of its responsibilities with regards to Child Protection. In line with this, should the school have reason to suspect a child is at risk, it is our duty to inform the relevant agencies of our concerns and to work with them as required.

Should you or your child have any concerns about safeguarding, please contact either:

Mr Steve King: Assistant Principal - Designated Safeguarding Lead (DSL)
Mrs Heidi Angel: Deputy DSL
Mrs Victoria Angel: Child Protection and Safeguarding Officer
Mrs Jeanette Birnie: Child Protection and Safeguarding Officer
Mrs Ann-Marie Black: Child Protection and Safeguarding Officer (Reception and Visitors)
Mr Kai Collins: Child Protection and Safeguarding Officer
Mrs Lynn Ellison: Child Protection and Safeguarding Officer
Mr Steve Harvey: Child Protection and Safeguarding Officer
Miss Sue Magee: Sixth Form Child Protection and Safeguarding Officer
Mrs Claudia Turner: Child Protection and Safeguarding Officer

Access to the Latimer Site

To safeguard our students, we lock down the school site during school hours, with the three entrances being secured between these times. Entry to the site throughout the day will only be via the Castle Way entrance. Please note, we have an electronic gate on the Castle Way entrance and some visitor spaces beyond the first gate. Access will only be granted to students and authorised visitors, who will need to contact main reception via an intercom system.

We ask parents/carers to support us in ensuring our students are safe by not entering the Latimer site in cars to drop off their child at the start or end of the school day. Should you need to collect your child for an appointment, you will need to confirm your arrival at the gates by pressing the intercom and speaking to the Visitors' Receptionist, then park in the visitor's area and wait for your child to walk to the internal pedestrian gate. Students who have been authorised to sign out will exit via the pedestrian gate and can be picked up from there, unless there are exceptional circumstances, such as a student being too ill to walk to the gate.

Full access will only be granted to those who need extra support with mobility for which a car park pass will be issued on request (please contact Miss Lucy Price, Attendance Officer, at lprice@latimer.org.uk about this).

Term Dates 2024 to 2025

<u>Term 1</u> Training Day Training Day Term starts Term ends	Monday 1st September 2025 Tuesday 2nd September 2025 Wednesday 3 rd September 2025 Friday 24 th October 2025
<u>Term 2</u> Term starts Training Day Term ends	Monday 3 rd November 2025 Friday 5th December 2025 Friday 19 th December 2025



Term 3 Term starts Term ends	Monday 5 th January 2026 Friday 13 th February 2026
Term 4 Term starts Term ends	Monday 23 rd February 2026 Friday 27 th March 2026
Term 5 Training Day Term starts <u>School Closed - Bank Holiday</u> Term ends	Monday 13th April 2026 Tuesday 14 th April 2026 Monday 4 th May 2026 Friday 22 nd May 2026
Term 6 Term starts Term ends	Monday 1 st June 2026 Friday 17 th July 2026

Timings of the Day

Movement bell:	8.25am
Lesson 1:	8.30am - 9.30am
Lesson 2:	9.30am - 10.30am
Break:	10.30am - 10.50am
Lesson 3:	10.50am - 11.50am
Tutor Time & Assemblies	11.50am - 12.20pm
Lunch:	12.20pm - 1.00pm
Lesson 4:	1.00pm - 2.00pm
Lesson 5:	2.00pm - 3.00pm

Please note that a movement bell sounds at 8.25am so that there is a prompt start to lessons at 8.30am. The gates will be locked at 8:25am and we operate a late gate at the main entrance each morning. Please note that students should not arrive on site before 8am. The canteen and library are open from 8am.

Ready to Learn: Uniform

Fundamentally, a school uniform creates a sense of equality: from the outset every student is dressed the same, encouraging a sense of belonging and creating a strong identity for the school in the community. Therefore, students at The Latimer Arts College should wear their uniform with pride and not seek to introduce variations nor should this be supported or encouraged by parents and carers. Where there are breaches of the school uniform procedures, sanctions, in line with Latimer's Behaviour for Learning Policy, will be applied accordingly. This may mean that students are asked to borrow uniform, sent home to get changed or placed in internal exclusion and not permitted to attend timetabled lessons.



Be aware that not all items of clothing branded by shops as 'schoolwear' will meet our criteria so please check the following details, which apply to all students in Years 7-11.

All students in Years 7-11 who attend The Latimer Arts College should adhere to the following uniform procedures:

Latimer blazer: Compulsory branded item to be worn at all times but may be removed in lessons and at lunchtime.

White school shirt: Compulsory non-branded item. Shirts must be worn tucked in and must be conventional school shirts and not fashion blouses.

Latimer tie: Compulsory branded item to be worn at all times (with the exception of practical lessons). Each of our four Houses has a different colour tie. Students will be notified of their house allocation prior to starting in September.

Latimer jumper: Optional branded item (non-Latimer jumpers are not allowed). This should not be worn instead of a blazer.

Plain black school trousers or a plain black school knee length skirt: Trousers must be full length, not cropped. Leggings (lycra material with no fastenings), and jeans are not permitted. If students wish to wear skirts there are two approved styles as sold by Karlsports, please note that lycra, jersey or tube skirts are not acceptable.

Plain black footwear: Non-branded item. Footwear must be completely black but may be shoes or trainers. No boots or canvas shoes. If students choose to wear trainers to school these cannot be worn for PE.

PE and Dance Uniform

Students are able to wear PE kit to and from school if they have a lesson P1 or P5, it is important that they are not wearing non-uniform items on top of the PE uniform. Coats, blazers or a plain black top (not hooded) are acceptable.

PE Basic Kit

- Latimer branded shorts* or plain black shorts or plain black cycling shorts (mid-thigh or knee length)
- PE shirt with school badge* **This is the only compulsory branded item**
- Red socks for football/rugby* and/or Trainer socks for other sports (students need a change of socks)
- Plain black/Latimer branded leggings* or plain black tracksuit bottoms
- Training top* / rugby shirt* or black base layer/zip up top or black jumper (for health and safety reasons **hoods are not permitted**)

*These items are all available from Karlsports.

Acceptable alternatives to the items available at Karlsports are listed below:

Girls Shorts: *We recommend shorts of mid-thigh or longer (13 cm to 20 cm in length) not the 8 cm version. Please ensure that the shorts are an appropriate length, taking into account growth during the year. Affordable options can be found at supermarkets and various online retailers, but it's important to check the length before purchasing.*

Outerwear: *The training top currently available from Karlsports was chosen by students last year and remains a popular, reasonably priced option. Other black zip-up jackets or sweatshirts **without hoods** and with minimal logos are also acceptable.*

PE Footwear

Trainers of any colour are permitted for PE. **Please note students must have a separate pair of PE trainers**, school trainers (which must be plain black) cannot be worn for PE.

Ideally students should have 'blades' or 'astro-trainers' for the 4G. Metal studs are not permitted



Personal Protective Equipment

We **strongly advise** that the following Personal Protective Equipment is worn by students when undertaking the following sports in their PE lessons, as semi-competitive matches, and therefore contact, may take place:

- **Football, Hockey and Futsal:** Shin pads
- **Rugby and Hockey:** Mouth guard

We would recommend that parents and carers ensure that any PPE that is purchased meets the British Standards Institute (BSI) and European (EN) standards.

Dance Kit

PE kit can be worn for dance in Years 7 and 8 OR Plain black leggings/ joggers and t-shirt.

GCSE Dance students should wear the Latimer dance T shirt, plain T-shirt or Latimer PE top. This should be worn with black jogging bottoms, leggings or dance trousers. An optional Dance sweatshirt is also available and can be worn for Dance and/or PE.

If shorts are worn, they must be mid-thigh or knee length as per PE uniform.

Bare feet or appropriate dance shoes can be worn.

Additional Uniform Procedures

During extreme weather conditions, moderations to the uniform procedures may be made by the Principal. For example, students may be permitted to wear alternative footwear if there are icy conditions or permitted to remove ties and blazers if the weather is extremely hot. Parents/carers will be notified, where relevant, on a day to day basis, through the use of School Gateway, should this be the case.

Coats: Should students wish to wear an outdoor jacket or coat to school they should be of a plain colour, without embellishments or logos. Casual jackets such as denim, leather or hooded jumpers are not permitted.

Jewellery: Students are permitted to wear up to two studs in each earlobe and a watch. No other body piercings, jewellery or charity bands are permitted, nor are tapers or bars. Clear studs should not be used to 'conceal' piercings.

No jewellery is to be worn in Dance and PE lessons for safety reasons.

Make-up: We discourage the wearing of make-up to school but if worn it should appear subtle and natural.

Nails: Must be natural for health and safety reasons. No acrylics or BIAB nails are allowed. Nail varnish of any colour is not permitted.

Hair: Hair must be cut in a formal style suitable for school. Hair colour should look natural. Unnatural colours such as pink and green etc. are not permitted. Closely shaved hair, excessively spiked hair, patterns, tramlines and designs in hair are not permitted. Long hair must be tied back for Dance and PE lessons and when undertaking practical work in Design Technology and Science and Food, therefore a hairband should be brought to school each day.

Valuables: Personal property brought into the school is done so at the owner's risk. We do encourage our students to respect each other's property and we do take reasonable steps to ensure the safety of such items. However, if property become lost or damaged, we cannot accept liability for this.



Uniform Suppliers

Latimer blazers, ties and optional jumpers should be purchased from the school uniform supplier: **Karlsports Clothing**. PE kit is also available to order from Karl Sports Clothing: www.ksschoolwear.co.uk. They are located at Unit 7 (just behind B&Q), Trafalgar Road, Kettering, Northants, NN16 8DB. Tel: 01536 601731. School has a 'swap shop' arrangement in place, whereby blazers that are now too small can be swapped for a second-hand larger size (sizes permitting). We encourage all parents/carers to participate in this money saving system, details of which can be obtained on the school website.

Ready to Learn: Equipment

If students are punctual, organised and properly equipped, lessons can start on time and disruption free learning can be maintained. We ask that you support your child to ensure that they are ready to learn.

Equipment

Students will be issued with all books and folders that they need by the relevant subject areas. In addition to this we do ask parents/carers to provide:

- ✓ Pencil case
- ✓ Black pens
- ✓ Red pens – for self-marking, peer assessment and closing the gap
- ✓ Pencils, eraser and a **clear** ruler (as this supports with the accurate reading of graphs and charts)
- ✓ Colouring pencils (optional)
- ✓ A highlighter pen
- ✓ Protractor and compass
- ✓ Calculator: we recommended the **Casio FX83 calculator**
- ✓ A reading book will be provided from the library

It is essential that students have a **suitable school bag** in which to carry their books and equipment for the day, including their PE/Dance kit when needed.

Essential equipment will be available for purchase from the canteen from 8:15am. Please note that any items bought will be charged directly to your ParentMail account. We strongly encourage students to take advantage of this opportunity to ensure they are fully prepared for the day.

To maintain high standards, students who are not ready to learn by being properly equipped may be placed in a detention.

Ready to Learn: Attendance and Punctuality

Your child must arrive at Latimer by 8.25am each morning.

How do I notify the school of an absence?

If your child is going to be absent, or significantly late, you must either:

Send an email to: absence@latimer.org.uk

or

Send a text to: 07444 851655

or

Ring the 24-hour absence answer line on 01536 720300

or



Message through School Gateway

Please state your child's name, form, reason for absence and expected date of return. Please contact the school at the start of each subsequent day of illness.

If you do not notify the school of your child's absence, our safeguarding procedures require us to try and contact you via text or phone call to ascertain the reason for absence; if we cannot contact you, we may visit your home address to check that all is well.

If your child has persistent absences due to illness we will require confirmation via a doctor's/medical note/appointment cards etc.

All correspondence about absences should be directed to Student Services. If you send written communication into school, your child should hand this in at Student Services at the start of the day. Please make sure that the letter contains your child's name, form and the specific dates of absences.

Where there is a need for a student to leave the school site during the day, we must have notification of this from a parent or carer. A student will not be permitted to sign out without prior notification. Whilst we will do our best to try to contact a parent or carer, if we are unable to do this, a student will not be permitted to leave. Parents and carers do need to understand that should we not have been made aware that a student has an appointment, this may result in a delay in their leaving.

Please note that we will not accept a text message on a student's phone as notification.

If absences are persistent and reasons for absences cannot be substantiated, we will ask parents/carers to come in for a meeting with a view to putting support in place to improve attendance. Ultimately, continued poor attendance can lead to a referral to the Local Authority which may result in the issue of a Penalty Notice or prosecution.

The school's messaging service will notify parents/carers if your child fails to register.

Leave of Absence/Term Time Holidays

It is important that we remind you that, under DfE rules, head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a parent/carers believes such circumstances exist, they may apply for permission: a Leave of Absence request form can be obtained from Student Services.

Parents and carers may be issued with a penalty notice for taking their child on holiday during term time for 5 consecutive days or more without consent from Latimer. These penalties can range from between £60 and £120 and are payable within 28 days. Each parent and carer may be fined for each individual child. Penalties are imposed by North Northamptonshire Council and the monies collected do **not** come to Latimer.

Ready to Learn: Behaviour for Learning

At the Latimer Arts College, we are committed to creating a disruption free learning environment, where all students can thrive. Students are expected to attend Latimer and to behave in a positive and respectful way at all times, whilst in school and when off site in school uniform or representing Latimer. Full details of our expectations are set out in our Behaviour for Learning Policy available on our website.

Mobile Phones

As per Government guidance, March 2025, schools are being encouraged to take a firmer approach to casual smartphone use. As a school we will be enforcing compliance with the "see it, hear it, lose it" principle by introducing stricter sanctions for casual phone use.

If a phone is visible (including pockets), it must be handed over and an after-school detention will be issued.



If a student argues or refuses this, the student will be sat in the internal suspension room and the phone will be kept securely until a parent collects it.

This will apply from the 08:25 to the 15:00 bell. Any use in classrooms will only be under teacher-controlled conditions and permission, in order to access learning material.

Should you need to contact your child during the day please call or email student services. Do not call or message them directly as this can create unnecessary conflict between your child and the school.

Students will be issued a paper timetable to keep on them and should not need to access their phone to see where their lessons are. Staff are always available if a student needs to ask.

Due to safeguarding concerns, there will be no exception to the rules above.

Rewarding Positive Contributions

Where positive behaviour is displayed, we take every opportunity to recognise this and to encourage and motivate students to be the best that they can be. We enjoy celebrating student success! There are a range of ways in which a student may be rewarded, some of which include:

- Verbal praise
- Written praise in exercise books
- Contact with parents and carers through, for example, phone calls, letters or postcards home
- Certificates and prizes issued in our termly Celebration assemblies
- An award at our annual 'Pride of Latimer' award

Positive Behaviour points - Race to Rewards



We issue positive behaviour points in recognition of good behaviour and commitment to work through Satchel:one. We run our popular Race to Rewards competition in which students are rewarded with certificates for reaching key milestones (Bronze - 200, points, Silver - 350 points and Gold - 500 points). The first 5 students to reach each of milestone are also presented with gift vouchers. The competition has proved so popular amongst students that we have now introduced a special milestone of Platinum in which our top students are awarded a prize at our Pride of Latimer awards evening. Individuals' points contribute to the overall House total.

With your own personal Satchel:one account, as a parent or carer, you too can view information relating to your child's rewards and praise them for their successes.

Promoting Positive Behaviour for Learning

Our rewards and behaviour systems are designed to support and encourage students to behave in an appropriate way in lessons and around the school site.

Where a student is not behaving in an appropriate way, a warning system will be used to encourage a student to modify the inappropriate behaviour that is disrupting learning. Should a student choose to not respond positively to the support that the system offers, they will incur a sanction.

Addressing Negative Behaviours

Latimer will not tolerate behaviours that disrupt the learning of others and/or has a negative impact on the reputation of the school.

Where a student does not meet the school's expectations about standards of behaviour a number of different sanctions will be applied accordingly, including (but not exclusively):

- A formal verbal warning or short reprimand



- Detentions: lunchtime or after school
- Internal Exclusion
- Loss of privileges
- Fixed Term Suspension or Permanent Exclusion

Our detention procedures are set in line with the DfE Guidance. Schools have the right to set detentions after school, and parents must ensure attendance at these. For further information on use of detentions and other sanctions please refer to our 'Behaviour for Learning Policy' available on our website.

Extended Learning

Learning beyond the classroom is crucial to accelerating progress, and developing independent study skills, we also want students to read regularly and continue to develop their vocabulary and reading speeds. Extended learning (Homework) will be set on a regular basis that increases in frequency as students progress through the school. Information on extended learning timetables for all year groups is available on our website. The library is open from 8am every morning and after school until 4pm Monday to Thursday with access to devices and staff able to support students to complete any extended learning or coursework.

Satchel:one

This is an easy to use, web-based application that will allow you and your child to keep track of what homework has been set, how much time is expected to be spent on that homework and the deadline for submission.



How do I access Satchel:one?

Satchel:one can easily be accessed by using the link:

<https://thelatimerarts.satchelone.com/school/homeworks/calendar> or finding Satchel:one in our quick links section of the front page of our website.

Students and parents/carers have their own logins for Satchel:one which can be accessed via a computer, tablet or mobile device. Parent/carer login details are issued in September. If you or your child forget your login in, these can be reset on the Satchel:one website.

What happens if we do not have internet access at home?

Satchel:one can be accessed via a mobile device. However, if you do not have any access to the internet, we would encourage you to let the school know so that we can explore ways of supporting with this.

Reading

We would love you to encourage your child to read for pleasure **every day** and to support this all students will engage in literacy activities within the tutor group programme.

How can I help my child become a better reader?

As with anything, performance improves with practice. Encourage your child to read at home. Reading with your child, no matter what the child's age, is an important part of developing a good reader, building a lifelong love of reading and learning. There is access to both Bedrock and Sparx reader via the quick links on our website. Log in details are the same as the child's IT usernames.



Keeping in Touch

Our Reception service operates from 8am to 4.30pm Monday-Thursday, and 8am to 4pm on a Friday. After this time, should you telephone the school you will need to leave a recorded message. Access to the main reception in person will not be possible after 4.30pm (4pm on a Friday) unless you have a pre-arranged meeting with a member of staff, who will be on hand to meet you.

If you send an e-mail to mail@latimer.org.uk with your query it will be sent to the appropriate member of staff.

It is essential that we have your current details (address, email and telephone numbers) on our system, both in case of emergencies and to ensure that all communications we send out via the School Gateway reach you.

School Gateway is the system provider for our messaging and online payments. It is a less time consuming and more cost effective method of communication and safer than consigning letters to the bottom of school bags!



You will receive messages safely, via short texts, emails, or, if you have an Apple or Android mobile phone, by App message.

You will also be able to pay for school trips and top up your child's cashless catering account using this system.

Latimer will use the email addresses and mobile numbers that we hold for you – if you think these may not be correct or if they have changed for any reason, please contact our Student Services office.

To Register for School Gateway:

- Go to Schoolgateway.com
- Click on New User
- Enter the email address and mobile number that we have on our school system for you
- Press the send button and a PIN number will be sent to your mobile number

You are now ready to log on, make payments, view your payment history and check your child's cashless catering balance and make top ups.

Smartphone App

There is also a free Smartphone App which you can download – just go to your App store and search for **School Gateway** to download.

- Click on New User.
- Enter the email address and mobile number registered with Latimer.
- Select "Send PIN" and a PIN number will be sent to your mobile phone.
- Log in with your email address and your PIN number - your account is now active.

Schoolcomms (the parent company of School Gateway) will ensure all the information you provide is kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of business and you will not receive any SPAM or marketing material as a result of registering with School Gateway.



Social Media and Website

The school website address is www.latimer.org.uk where you can find lots of useful information. We also publish regular newsletters as well as having a presence on social media. Following us on social media is a great way of keeping up to date with what is happening at Latimer.



@Latimercollege



www.facebook.com/LatimerCollege



@latimerartsofficial



www.linkedin.com/company/103351051

Supporting Your Child: Who's Who

In order to embrace our values, all students will be part of one of our four Houses. Within each House there are two form groups from each year group from Year 7 to 11. We encourage students to make a positive contribution to this House by engaging in the activities and competitions that we run throughout the academic year.

Should you wish to discuss your child's progress or well-being at any time, please contact their **form tutor** as the first point of contact. From here, the tutor will ensure that the relevant member of staff supports you with your enquiry.

Our four Houses are led by a House Leader, with an Assistant House lead and SLT link. Alongside the tutors these staff will support and motivate members of each House. The House Leaders are led by the Wider Curriculum Team Leader: Mr Tom McGuire

Attenborough:

House Leader: Mr Steve Tamkin
Assistant House Leader: Mr Kai Collins
SLT link: Mr Steve King



Gilbert:

House Leader: Mr Luke Hayo
Assistant House Leader: Mr Ben Fazackarley
SLT link: Mr David Young



Kahlo

House Leader: Mr Fearghas Walmsley
Assistant House Leader: Mr Darren Capps
SLT link: Mrs Christy Stewart



Tull

House Leader: Mrs Cindy Al Noah Ponder
Assistant House Leader: Mrs Lynn Ellison
SLT link: Mr Stephen Harvey



Progress Leaders will co-ordinate any specific enquiries about progress in individual subjects:

Art and Design: Mrs Mary-Jane Ashcroft
English: Mr Gregg Nunnery
EBacc: Mrs Hannah Sumner
Business/ Computing/Media: Mr Dan Arnold
Maths: Mr Martin Wall



Performing Arts: Miss Caroline Eyley
PE: Mr Sam Hallett
Science: Mr Pat Mackie
Social Studies: Mrs Emily Glossop
PSHCE: Ms Joanne Steels

Senior Leadership Team:

Mrs Kathryn Murphy: Principal
Mr Stephen Harvey: Vice Principal
Miss Kerry Gallon: Assistant Principal – Sixth Form and Wider Curriculum
Mr Steve King: Assistant Principal – Attendance, Behaviour and Safeguarding
Mrs Christy Stewart: Assistant Principal – Teaching and Learning
Mr David Young: Assistant Principal – Curriculum and Pathways
Mrs Lisa Fleckney: Business Manager

Other staff contacts are on the school website.

Supporting our Pupil Premium Students

What is Pupil Premium?

The Pupil Premium is additional funding that is given to schools to raise the attainment of disadvantaged students and close the gap between them and their peers. Students who are either eligible for free school meals (or have been eligible at any time in the last six years), or who are currently looked after by the local authority or who are children of parents/carers who serve in the armed forces, qualify for this additional funding.

How will this money be used to support your child?

We will carefully consider the needs of each student who is eligible for the Pupil Premium funding and offer support accordingly. We are able to offer financial support with the purchase of school uniform and equipment; we may be able to contribute to the cost of enrichment activities; where appropriate, we can offer additional educational support.

If you are the parent or carer of a student who is eligible for the Pupil Premium and you feel that there are further ways in which we can support your child, please contact Mrs Cara Strudwick via cstrudwick@latimer.org.uk

How to apply for Free School Meals

We urge all parents and carers who are eligible for free school meals to register with North Northamptonshire Council. You may be entitled to free school meals if you are entitled to:

1. Income Support
2. Income Based Job Seekers Allowance
3. Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
4. National Asylum Seekers Support
5. Guarantee Element of the State Pension Credit
6. Employment and Support Allowance
7. Universal Credit (Income Related)

You can check your eligibility and access the online application form please refer to our website for details on how to apply. Our cashless catering system ensures free school meal students remain anonymous to other students.



Dining Arrangements

Students are welcome to bring a packed lunch or to purchase food from our Canteen.

A breakfast service is available from 8am - 8.20am, a snack service (hot and cold food) at break and a dinner service (hot and cold food) at lunchtime. Students in receipt of pupil premium can access a free breakfast every day. Details of the service offered by **ABM Catering Solutions**, our catering providers, can be accessed via our website.

We operate a cashless catering service, whereby money is placed on a student's account and payment for food is via a fingerprinting system. Parents/carers should top up their child's account online using School Gateway. Details of this are included in this booklet (section entitled "Keeping in Touch").

Our cashless catering system uses fingerprint technology (known as "biometrics") in order to avoid the risks posed to students of carrying cash or cards around the school. The software we use turns your child's fingerprint image in to a mathematical algorithm. The image of the fingerprint is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint. On joining Latimer, all parents/carers are asked to give their signed consent to the use of biometrics, due to biometrics being classified as sensitive personal data under the GDPR regulations.

Parent Forum

We run a purposeful Parent Forum group that meets throughout the year, and we would welcome more parents/carers to join the group. The Parent Forum work closely with the Senior Leadership Team to support school improvement. This is **not** the same as a PTA: there is no fundraising involved, only a willingness on behalf of parents/carers to improve student outcomes, work in partnership with us, and help us improve communication with parents/carers. If any parents/carers are interested in joining the Parent Forum please contact Mr Steve King: Assistant Principal via sking@latimer.org.uk.

Latimer Policies

By sending your child to Latimer you are agreeing to uphold all of our policies and therefore we ask that you take the time to look through them carefully. Please take the time to visit the policies page of our website. Printed copies of individual policies can be provided on request.

General Data Protection Regulations (GDPR)

As a school we collect and process various data on both parents and carers and our students in the course of our day to day operations. All of this data is collected and processed in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. We have a legal duty to collect and process much of this information but for some of it we will require your consent. These consents are asked for on a separate form when your child joins the school and can be withdrawn at any point, by writing to Student Services. Please note that from the age of 13 students own their own data and, when students reach this age, they will be asked to sign the relevant consent form.

Transport

Cycling

Students are permitted to cycle to school and we provide three locked cycle storage areas, and a separate area for sixth form. Should a student wish to cycle, their bike must be roadworthy, and a lock should be provided. **We strongly encourage students to wear a cycle helmet.** The site itself is a no cycle zone and students must dismount at the gate and walk their bikes to the closest bike rack. Those not following these rules will not be permitted to cycle to Latimer.



School Bus Information This information is subject to change prior to the start of the academic year

We understand that students living in Isham and Cranford are entitled to free transport. Travel passes will need to be organised by parents/carers through North Northamptonshire Council and are not organised by Latimer. Timetable information may be subject to change prior to the start of the academic year. Parents should refer to the transport section on our website for up to date information and times.

Students travelling from Burton Latimer:

The service is independently organised by '**Stagecoach**' Travel

Bus number 276 provides return travel from Burton Latimer and The Latimer Arts College. An up to date timetable is available on the Transport section of our website.

A regular service is provided along St Botolph's Road on various local routes between Kettering, Barton Seagrave and Burton Latimer. Please contact the bus companies directly for further information