



Unlocking Potential – Inspiring Excellence

**Information Pack for
Parents and Carers**

2026-2027



HONESTY EXCELLENCE AMBITION RESPECT TEAMWORK

Introduction

We hope that this information booklet is a useful reference document for parents/carers at Latimer Arts College. 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 shared it with your child.

By sending your child to our school, you are agreeing to uphold all 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, so that all students can thrive.

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

Our House system provides a sense of belonging and our pastoral care is exceptional, ensuring students feel safe and happy and therefore ready to learn. 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 Jeannette Birnie: Deputy DSL

Mrs Victoria Angel: Child Protection and Safeguarding Officer

Mrs Ann-Marie Black: Child Protection and Safeguarding Officer (Reception and visitors)

Mr Steve Harvey: Child Protection and Safeguarding Officer

Miss Sue Magee: Sixth Form Child Protection and Safeguarding Officer

Miss Lucy Price: Child Protection and Safeguarding Officer

Miss Kate Strudwick: Child Protection and Safeguarding Officer

Mrs Serena Thornton: ELSA Lead and Safeguarding Officer

Mrs Abi Tibble: Child Protection and Safeguarding Officer

Mrs Hannah Todd: Child Protection and Safeguarding Officer

Mrs Claudia Turner: Child Protection and Safeguarding Officer

Access to the Latimer Site

To safeguard our students, we lock 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 visitors' 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 should be picked up from the visitors' parking area, 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 Mrs Pennie Clark, Pastoral Support Officer, about this: pclark@latimer.org.uk.

Mobile Phones: If mobile phones or other electronic devices are brought into school, these should be switched off and placed in bags on hearing the movement bell. Electronic devices are usually not permitted in lessons for learning activities. If any electronic devices are seen at other times, these will be confiscated and students will receive a detention. Should a student persistently have these items confiscated they will only be returned once a parent/carer comes to school to collect them. This policy operates from morning gate arrival to end of day bell.

Term Dates 2026 to 2027

<u>Term 1</u> Training Day Training Day Term starts Term ends	Tuesday 1st September 2026 Wednesday 2nd September 2026 Thursday 3 rd September 2026 Friday 23 rd October 2026
<u>Term 2</u> Term starts Training Day Term ends	Monday 2 nd November 2026 Friday 4th December 2026 Friday 18 th December 2026 (early close)
<u>Term 3</u> Term starts Term ends	Monday 4 th January 2027 Friday 12 th February 2027
<u>Term 4</u> Term starts Term ends	Monday 22 nd February 2027 Friday 25 th March 2027
<u>Term 5</u> Term starts Training Day <u>School Closed - Bank Holiday</u> Term ends	Tuesday 12 th April 2027 Monday 19th April 2027 Monday 3 rd May 2027 Friday 28 th May 2027
<u>Term 6</u> Term starts Term ends	Monday 7 th June 2027 Friday 20 th July 2027 (early close)

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

Students should be on site no earlier than 8:00am, or later than 8:20am. The Masque gate will open at 8:00am and the main gate will be open for students from 8:00am. The Tennis Court gate will be open at the end of the day for students to leave but not open in the mornings.

They can go to the canteen or library until the movement bell. Students on a free school meal can claim a breakfast item in the canteen. Any issues with uniform or equipment must be resolved at the start of the day.

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 8:00am. The canteen and library are open from 8:00am.

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 lent uniform for the day, sent home to get changed or placed in the internal suspension room.

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 jumper: 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.

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 fully 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 the same pair that is worn for PE.

Summer uniform: Plain black shorts can be worn in Term 6 only but these must be the ones available through Karlsports our uniform supplier.

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 are acceptable.

PE Basic Kit

Compulsory: All students need shorts and leggings or tracksuit bottoms (winter/outdoor) and a branded PE shirt, and a change of socks and shoes.

- PE shirt with school badge*
- Base layer / plain black jumper (no logo or hood) / training top* / rugby shirt*
- Black and white Latimer shorts* or plain black shorts (these must be mid-thigh or knee length)
- Plain black or branded sports leggings* or tracksuit bottoms
- Red football socks for football/rugby*
- Trainer socks for other sports (students must have a change of socks)

*These items are available from Karlsports.

Students should not be wearing hoodies (for health and safety reasons).

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.

4G Pitch: Trainers are permitted. Metal studs are not permitted.
Ideally students should have 'blades' or 'astro-trainers' for this surface (optional)

Sports Hall: It is preferable for students to have an 'indoor' pair of trainers with non-marking soles. In the event that a student has only one pair of trainers it is essential they are cleaned properly before indoor use. Students will not be permitted to wear trainers that they have been wearing to play on the tennis courts or field at break or lunchtime if the soles are not clean.

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:** Mouth guard

Please note that many students undertake informal sporting activities at break and lunchtime, such as football. The strong advice above applies at these times as well, and shin guards are recommended for football.

In line with this guidance, it is your **parental responsibility** to provide it. Whilst we may have a small supply of spare kit for any given sport, we cannot guarantee its availability each lesson.

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

A full list of additional uniform procedures, including those applied during extreme weather, are set out in our Student Uniform Policy available on our website. The information below highlights key areas of policy, please read the policy in full for more detail.

Coats: Students should wear a coat to school during the Autumn and Winter months. 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, a watch and a “medical alert” bracelet or necklace. No other body piercings or jewellery are allowed.

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

Make-up/False Lashes: We discourage the wearing of make-up to school but if worn it should appear subtle and natural. We also do not allow false eyelashes due to health and safety guidance for practical lessons.

Nails: Nails should be natural, no acrylics or BIAB, and no varnish is permitted due to food hygiene rules.

Hair: Hair must be cut in a style suitable for school. Hair colour should look natural. Unnatural colours such as pink, blue and green 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.

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 jumpers, ties and PE kit, as well as optional items such as skirts should be purchased from the school uniform supplier: **Karlsparts Clothing**. www.ksschoolwear.co.uk. They are located at Unit 7 (just behind B&Q), Trafalgar Road, Kettering, Northants, NN16 8DB. Tel: 01536 601731.

Ready to Learn: Equipment

If students are punctual, organised and properly equipped, lessons can start on time, and a fast pace of learning can be maintained, with no disruption to learning. We ask that you support your child to be 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, sharpener and a **clear** ruler (as this supports with the accurate reading of graphs and charts)
- ✓ A highlighter pen
- ✓ Calculator: we recommended the **Casio FX83 calculator**
- ✓ A reading book will be provided from the library
- ✓ Colouring pencils (optional)
- ✓ Protractor and compass (optional)

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

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 parent account. We strongly encourage students to take advantage of this opportunity to ensure they are fully prepared for the day.

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, on each day of absence before 8am either:

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

or

Add an Attendance note on the Compass App

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.

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. 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.

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 our app, phone calls, or postcards
- Certificates and prizes issued in our termly Celebration assemblies
- Rewards issued by the Principal for displaying excellence
- An award at our annual '*Pride of Latimer*' award



Positive Points - Race to Rewards

All staff issue positive points in recognition of good behaviour and commitment to work through our Compass app. We run our popular Race to Rewards competition in which students are rewarded with certificates for reaching key milestones (Bronze, Silver and Gold). The first 5 students to reach each milestone are also presented with a physical badge. 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.

With your own personal 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 encourage students to 'do the right thing'. Our in-class system is designed primarily as a support system to encourage students to behave in an appropriate way in lessons.

Where a student is not behaving in an appropriate way, a C1 reminder or warning will be used to encourage a student to modify the inappropriate behaviour that is preventing learning from taking place. 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 or have a negative impact on the reputation of the school.

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

- A formal verbal warning or reprimand
- Detentions: lunchtime or after school
- Internal Suspension
- Loss of privileges
- Fixed Term Suspension
- 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 students attend. For further information please refer to our 'Behaviour for Learning Policy' on our website.

Homework

Learning beyond the classroom is crucial to developing good independent learning habits, and reinforcing knowledge. Homework will be set according to the timetable below and must be completed on time.

Year 7 and 8 Homework Timetable 2026- 2027	
English	Once a week (30 minutes)
Maths	Once a week (30 minutes)
Science	Once a week (30 minutes)
French or German	Once a week (30 minutes)
Subject Project	One per term

Information on homework timetables for further year groups are available on our website.

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. Login details are the same as the child's IT usernames.

Compass

This is an easy to use, web-based application that will allow you and your child to keep track of homework, positive and negative points, attendance and key messages. Please ensure you and your child have access and check this regularly. If you have any queries, please contact mail@latimer.org.uk



How do I access Compass?

Students and parents/carers have their own link (sent to you prior to admission) which can be accessed via a computer, tablet or mobile device. If you or your child forget your login in, these can be reset on the Compass website.

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

Compass 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.

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 reach you. You will receive messages and newsletters via Compass.

To pay for lunches and equipment you will need to sign up for iPay (details will be shared in August). This will enable you to top up your child's cashless catering account.

Belonging:

To embed a sense of belonging, 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
SLT link: Mr Steve King



Kahlo:

House Leader: Mr Fearghas Walmsley
SLT link: Mrs Christy Stewart



Gilbert:

House Leader: Mr Luke Hayo
SLT link: Mr David Young



Tull:

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



Thriving:

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

Art and Design:	Mrs Mary-Jane Ashcroft
English:	Mr Gregg Nunney
Humanities and Languages:	Mrs Rajwant Sangherra
Business / Computing/ Media:	Mr Dan Arnold
Maths:	Mr Martin Wall
Performing Arts:	Ms Caroline Eyley
PE:	Mr Sam Hallett
Science:	Miss Leighann Smith
Social Sciences:	Mrs Emily Glossop
PSHE:	Ms Joanne Steels
Head of Sixth Form:	Mr Pat Mackie

Senior Leadership Team:

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

Well-being / Inclusion

Mrs V Angel:	SEND Provision Lead
Mrs R Gatiss:	SENCO
Mrs H Angel:	Looked After Children and Early Help Assessments Lead
Mrs C Turner:	Student Support Officer Wellbeing and Safeguarding
Mrs J Birnie:	Pastoral and Attendance Manager
Mrs P Clark:	Pastoral Support
Mrs L Price:	Wellbeing Officer
Miss K Strudwick:	Wellbeing Officer
Mr D Capps:	Pastoral and Behaviour Officer
Mr K Collins:	Pastoral and Behaviour Officer
Mrs L Ellison:	Pastoral and Behaviour Officer
Mrs C Strudwick:	Pupil Premium Lead

Support

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 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.

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. We also offer a breaktime drop in for all students in receipt of the Pupil Premium as well as a free breakfast offer. We also support these students with additional support around attendance and wellbeing.

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

Catering

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

Please do **not** include fizzy drinks and nuts as part of your child's snacks and packed lunches, as these items are not allowed on site and will be confiscated.

A breakfast service is available from 8:00am - 8:20am, a snack service (hot and cold food) at break and a meal 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 iPay.

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 encourage you to join the group. The Parent Forum work closely with the Senior Leadership Team to support school improvement, through parent voice. 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. If you are interested in joining the Parent Forum please contact Mr Steve King: Assistant Principal via sking@latimer.org.uk.

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 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 data and, when students reach this age, they will be asked to give verbal consent.

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*

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.