



the
LatimerArts
College

Unlocking Potential – Inspiring Excellence

**Information Pack for
Parents and Carers**

2024 to 2025



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.

HEART : Honesty, Excellence, Ambition, Respect and Teamwork

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 Jeanette Birnie: Deputy DSL
- Mrs Serena Thornton: SEMH Intervention Lead
- 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
- 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. 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 in order to drop off their child at the start of the school day, or when collecting their child at the end of the day. If you need to drop off your child because they are late or collect your child for an appointment, you are welcome to confirm your arrival at the gates by pressing the intercom and speaking to the Visitors' Receptionist, however you will be asked to remain at the 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. 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 the Visitors' Receptionist about this) or for those who have a scheduled meeting.

Term Dates 2024 to 2025

<u>Term 1</u> Training Day Training Day Term starts Term ends	Monday 2nd September 2024 Tuesday 3rd September 2024 Wednesday 4 th September 2024 Friday 25 th October 2024
<u>Term 2</u> Term starts Training Day Term ends	Monday 4 th November 2024 Friday 6th December 2024 Friday 20 th December 2024
<u>Term 3</u> Training Day Term starts Term ends	Monday 6th January 2025 Tuesday 7 th January 2025 Friday 14 th February 2025



Term 4 Term starts Term ends	Monday 24 th February 2025 Friday 4 th April 2025
Term 5 Training Day Term starts <u>School Closed - Bank Holiday</u> Term ends	Tuesday 22nd April 2025 Wednesday 23 rd April 2025 Monday 5 th May 2025 Friday 23 rd May 2025
Term 6 Term starts Term ends	Monday 2 nd June 2025 Tuesday 22 nd July 2025

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
Form 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 warning bell sounds at 8.25am so that there is a prompt start to lessons at 8.30am. After this time only the front gate will be open, where we operate late gate sign in each morning and students. 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.

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.



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

White school shirt: 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. This should not be worn instead of a blazer

Plain black full length school trousers or plain black school knee length skirt: Trousers must be full length, not cropped, leggings (lycra material with no pockets or fastenings) and jeans are not permitted. If students wish to wear skirts there are two approved styles available from Karlsports, please note that lycra 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

PE Basic Kit

- Black and white Latimer shorts*
- Plain black or branded sports leggings*
- Black and red skirt with school badge*
- Plain black shorts – these must be mid-thigh or knee length (not hot pants)
- PE shirt with school badge*
- Red football socks for football/rugby*
- Trainer socks for other sports (students must have a change of socks)
- Plain black/branded leggings or tracksuit bottoms
- Base layer / black jumper / training top* / rugby shirt* (for health and safety reasons hoods are not permitted)

Students should not be wearing hoodies or jumpers with logos

PE Footwear

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

Please note that if students wear trainers to school they must have a separate pair of trainers for PE.

*The items are all available from Karlsports



Personal Protective Equipment (PPE)

We **strongly advise** that the following Personal Protective Equipment (PPE) 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



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, should parents and carers wish their child to wear PPE, it is **parental responsibility** to provide it. Whilst we may have a small supply of spare PPE for any given sport, we are not in a position to 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

Alternatively, a **plain** T-shirt with jogging bottoms, leggings or dance trousers

If shorts are worn they must be mid-thigh or knee length

Bare feet or appropriate dance shoes

Uniform Suppliers

Latimer blazers, ties and optional jumpers should be purchased from the school uniform supplier: **Karl Sports**. PE kit is also available to order from KarlSports 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 too small can be swapped for a second-hand larger size (sizes permitting). We encourage all parents/carers to participate in this money and environment saving system, details of which can be obtained on the school website.

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: Should students wish to wear an outdoor jacket or coat to school, please be mindful that these should support the business-like Latimer policy. Coats should be of a plain colour, without embellishments or logos. Casual jackets such as denim, leather or hooded tops 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 and nails: We discourage the wearing of make-up to school but if worn it should appear subtle and natural. Nails should also be natural in length and colour; acrylics and coloured varnish are not permitted.

Hair: Hair must be cut in a style suitable for school. Hair colour should look natural. Unnatural colours such as pink and green are not permitted. Closely shaved hair, excessively spiked hair, patterns, tramlines and designs in hair are not acceptable. 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 becomes lost or damaged, we cannot accept liability for this.

Mobile Phones: If mobile phones or other electronic devices are brought into school, these must be switched off and placed in bags as soon as the morning movement bell rings. If electronic devices are permitted in lessons for learning activities these should be replaced in bags, switched off, once the activity is completed. If any electronic devices are seen at other times, these will be confiscated and students will receive a sanction. Should a student persistently have these items confiscated they will only be returned once a parent/carer comes to school to collect them.



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. We would 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 and highlighter pens (optional)
- ✓ Protractor and compass
- ✓ Calculator: we recommended the **Casio FX83 calculator**
- ✓ A reading book (from the school library)
- ✓ French dictionary (optional)
- ✓ A whiteboard pen (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.

Ready to Learn: Attendance and Punctuality

Your child must arrive at Latimer by 8.25am each morning, or they are considered late.

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

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/carer 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 positive and inclusive learning climate. 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, 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

satchel:one In addition, we issue positive points in recognition of good attendance, behaviour and commitment to learning or enrichment, through Satchel:one, which contribute to the House competition. As well as earning points for the House each student is entered into the 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 10 students to reach each 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 students reaching 750 points are awarded a prize at our Pride of Latimer awards.



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 encourage students to 'do the right thing'. Our in-class behaviour for learning 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 warning will be used to allow a student to modify the inappropriate behaviour that is preventing learning from taking place. Should a student choose not to respond positively to the support that the system offers, they will incur a sanction.

Behaviour for learning is a staged system and is focused on promoting the right for all students to be able to learn in the classroom. It is designed to support an individual student to think about the consequences of their unacceptable behaviour and to modify it rather than seeking to punish them. For more information please refer to our Behaviour for Learning Policy available on our website.

Addressing Negative Behaviours

As it disrupts the learning of others and/or has a negative impact on the reputation of the school, Latimer will not tolerate unacceptable or anti-social behaviour of any kind, including unacceptable behaviour that occurs outside of Latimer or on a school visit.

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

- A verbal warning or short reprimand
- Detentions: lunchtime or after school
- Community Service
- Internal suspension
- Loss of privileges
- Fixed Term suspension
- Permanent Exclusion

Sanctions:

The vast majority of students behave in a way that does not result in a detention. Our detention procedures are set in line with the DfE Guidance '*Behaviour in schools: How school staff can develop a behaviour policy*'. We would like to emphasise the non-negotiable nature of student attendance at detentions both within and beyond the school day. Detentions are part of our commitment to maintaining a disciplined and respectful learning environment. Notice will be given of after school detentions and therefore attendance is mandatory. Failure to comply with this requirement will result in the escalation of sanctions. Lunchtime detentions are 30 minutes to allow students time for lunch and to go to the toilet. After school detentions are 45 minutes and 24 hours notice is always given via satchel:one. Students who do not attend an after-school detention receive one day in our internal suspension room until 4pm the next day.

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 provided 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 and a fortnightly literacy lesson.

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.

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 and 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 not be passed onto 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.

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](https://www.instagram.com/latimerartsofficial)

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.



Wider Curriculum Team Leader: Mr Tom McGuire

Attenborough House Leader: Mr Steve Tamkin

Gilbert House Leader: Mr Luke Hayo

Kahlo House Leader: Mr Fearghas Walmsley

Tull House Leader: Mrs Cindy Al Noah Ponder

Progress Leaders / Subject Leads will co-ordinate any specific enquiries about individual subjects:

Art and Design: Mrs Mary-Jane Ashcroft

English: Mr Gregg Nunney

EBacc: Geography, History, French and Politics: Mrs Hannah Sumner

Business, IT and Media: Mr Dan Arnold

Maths: Mr Martin Wall

Performing Arts: Miss Caroline Eyley

PE: Mr Sam Hallett

Science: Mrs Jacki Cook

Social Studies: Psychology, Criminology, Health & Social Care and RS: Mrs Emily Glossop

EAL: Ms Rebecca Cool

PSHCE: Ms Jo Daniels

Senior Leadership Team:

Mrs Kathryn Murphy: Principal

Mr Steve Harvey: Vice Principal

Miss Kerry Gallon: Assistant Principal

Mr David Young: Assistant Principal

Mr Steve King: Assistant Principal

Mrs Christy Stewart: Assistant Principal

Mrs Debbie Castley: Business Manager

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 Mr Steve King, Assistant Principal, at sking@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 Restaurant, our dining facility.

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. 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 finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger. 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/Carers 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 Miss Kerry Gallon Assistant Principal kgallon@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 where you will find the following **key** policies. Printed copies of individual policies can be provided on request:

- Anti-Bullying Policy
- Attendance and Punctuality Policy
- Behaviour for Learning Policy
- Charging for School Activities Policy
- Relationship, Sex and Health Education (RSHE) Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs Information Report
- Student ICT Acceptable Use Policy
- Uniform Policy



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 two cycle storage areas. 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.** 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