



the
LatimerArts
College

**Ready to Learn Information Pack
for
Parents and Carers**

September 2020



Introduction

We hope that this information booklet is a useful reference document for parents/carers, and their children, as we proceed through the academic year. It provides information on our current systems and procedures, all of which are designed to ensure that your child has the very best learning experience.

We would urge you to ensure that you have read the information enclosed and shared it with your child. Please note that there are some changes to previous years to reflect the current Coronavirus (COVID-19) pandemic.

By sending your child to our College 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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1) Our Values

At The Latimer Arts College, we all share one key **aim** for each individual to secure personal **success** by aiming for **excellence** in all that they do.

We place no boundaries on **ambition**, no limits on **aspirations** and no barriers in the way of **achievement**.

We work together to ensure that everyone in our learning community feels **respected**, valued and is provided with every **opportunity** to be **the best that they can be!**

We very much look forward to working in partnership with you to ensure that your child secures outstanding achievement at The Latimer Arts College. One of the keys to our success is down to the strong partnerships with parents and carers that we have.



2) Term Dates 2020 to 2021

<u>Term 1</u> Training Day Training Day Term starts Term ends	Tuesday 1st September 2020 Wednesday 2nd September 2020 Thursday 3 rd September 2020 Friday 23 rd October 2020
<u>Term 2</u> Term starts Training Day Term ends	Monday 2 nd November 2020 Friday 4th December 2020 Friday 18 th December 2020
<u>Term 3</u> Term starts Term ends	Monday 4 th January 2021 Friday 12 th February 2021
<u>Term 4</u> Term starts Term ends	Monday 22 nd February 2021 Friday 26 th March 2021
<u>Term 5</u> Training Day Term starts <u>College Closed Bank Holiday</u> Term ends	Monday 12th April 2021 Tuesday 13 th April 2021 Monday 3 rd May 2021 Friday 28 th May 2021
<u>Term 6</u> Term starts Term ends Training Day Training Day	Monday 7 th June 2021 Friday 16 th July 2021 Monday 19th July 2021 Tuesday 20th July 2021

Please note that the College calendar has not yet been finalised given the uncertainty around specific events and whether they will be able to take place. We will publish a calendar prior to the start of the academic year, although some events on it may be tentative at that stage.

The most up to date information will be on our website [College Calendar](#)

3) 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 College 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.

Parents and carers will not be permitted to routinely enter the College buildings. In the first instance, communication will need to be by telephone or email. Only if it is absolutely necessary will parents and carers be invited into the College buildings.

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, music lessons etc. and top up your child's cashless catering account using this system.

The College 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 Student Services at the College.

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 the College.

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 will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of College business and you will not receive any SPAM or marketing material as a result of registering with School Gateway.

4) Uniform

Fundamentally, a school uniform creates a sense of equality: from the outset every student is dressed the same and therefore no one is advantaged or disadvantaged based on their appearance.

A school uniform also encourages a sense of belonging and creates a strong identity for the school in the community.

In addition, a school uniform supports achievement by reducing distractions, sharpening the focus on learning and making the classroom a purposeful climate. By adopting a uniform policy, our aim is to encourage our students to dress smart and think smart.



Therefore, students at The Latimer Arts College should wear their uniform with pride and not seek to introduce variations to it based on fashion trends or personal preference, nor should this be supported or encouraged by parents and carers.

Please note that the government guidance indicates that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

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

College blazer: 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.

College tie (clip-on)

College jumper: optional.

Plain black full length school trousers or plain black school knee length skirt: please note that lycra skirts, leggings, jeans and chino trousers are not permitted. Trousers must be full length.

Plain black school shoes: please note that trainers and canvas shoes are not permitted.

PE and Dance Uniform

PE Basic Kit

Black and white shorts or black and scarlet skirt with school badge

PE shirt with school badge

Red football socks for football/rugby and optional trainer socks for other sports

PE Footwear

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.

Optional PE Items

Football boots (preferably with plastic studs for use on both grass and 4G pitch)

Shin pads

Gum shields (recommended for rugby lessons)

Rugby shirt

Base layer

Dark black/blue tracksuit bottoms

Performance top (black with red trim)

Dance Kit

PE kit can be worn

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

Bare feet or appropriate dance shoes



Additional Uniform Procedures

Coats: Should students wish to wear an outdoor jacket or coat to College, please be mindful that these should support the business-like College policy. Coats should be of a plain colour and not emblazoned with badges, printed slogans or pictures. Jackets should not be casual, for example denim, leather, tracksuit/sports jackets, hooded tops, sweatshirts, non-College jumpers or cardigans. Before investing in a winter coat, please liaise with the College if you are in any doubt as to what is acceptable.

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, jewellery or charity bands are allowed. Piercings that are not in the lobe of the ear are not permitted, nor are tapers or bars. Clear studs should not be used to ‘conceal’ piercings that are not in the lobe of the ear or in the nose.

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

Make-up: We discourage the wearing of make-up to College but if worn it should appear subtle and natural. Gel and acrylic nails are not permitted and nails should not be painted. Students will be instructed to remove inappropriate make-up, nails or nail varnish.

Hair: Hair must be cut in a formal style suitable for College. 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. If parents/carers are unsure if a particular hairstyle will be permitted by the College, please contact us prior to restyling taking place. Long hair must be tied back for Dance and PE lessons and when undertaking practical work in Design Technology and Science.

We appreciate that students may have had their hair coloured and styled in various ways during school closure that would not be in line with our policy. We ask that parents and carers address this over the summer in order to ensure that hair is as it should be by September.

Valuables: Personal property brought into the College 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 things become lost or damaged, we cannot accept liability for this.

Please note that if mobile phones or other electronic devices, and the associated headphones, are brought into College, these should be switched off and placed in bags at the start of the day once a student arrives at the College gates. For some year groups, electronic devices are permitted in lessons for learning activities and should be replaced in bags, switched off, once the activity is completed. If electronic devices and headphones 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 College to collect them.

Cycling: Students are permitted to cycle to College, and this is encouraged at this time as an alternative to using school transport. We provide two cycle storage areas. Should a student wish to cycle, their bike must be roadworthy and a lock should be provided. Students must wear a cycle helmet. Those not following these rules will not be permitted to cycle to College.

Students in Years 7, 8 and 9 should place their cycles in the storage area attached to the Gym. Students in Years 10, 11 and Sixth Form should place their cycles in the storage area next to the English Learning Centre.

Students should secure their cycles and immediately leave the cycle storage area to minimise their contact with others in a different year group. They should then proceed to their year group zone.

Additional Important Information

During extreme weather conditions, daily 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.



Where there are breaches of the College's uniform procedures, sanctions, in line with the College's Behaviour for Learning Policy, will be applied accordingly. This may mean that students are sent home to get changed or placed in internal exclusion and not permitted to attend timetabled lessons.

We would be grateful if parents/carers would consider donating blazers and ties at the end of Year 11 so that the College can recycle these. For other years, a 'swap shop' arrangement is 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 College's website.

Please note that all blazers will be washed and stored securely until they are issued to another student.

Uniform Suppliers

College blazers, ties and optional jumpers should be purchased from the College's uniform supplier: **Karl Sports 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: 033 000 80401.

5) Equipment

Students will not be permitted to share equipment, nor will the College be able to 'lend' equipment. Therefore, it is vital that students are organised and properly equipped. As some learning time will be lost through teacher transition to classes, it is also essential that no time is lost at the start of a lesson so that a fast pace of learning can be maintained. We would ask that you support your child to ensure that they are ready to learn.

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 are useful but optional
- ✓ Protractor and compass
- ✓ Calculator: we recommended the **Cassio FX83 calculator**
- ✓ A reading book
- ✓ French dictionary (not compulsory, but useful if students have their own)
- ✓ Memory stick (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 lunchtime detention.

6) Attendance and Punctuality

In March 2020 when the coronavirus (COVID-19) outbreak was increasing, the government made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.



Missing out on more time in the classroom risks students falling further behind. Those with higher overall absence tend to achieve less well. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- A parent/carers' duty to ensure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;
- The schools' responsibilities to record attendance and follow up absence;
- The availability to issue sanctions, including fixed penalty notices, in line with local authority's codes of conduct.

Students who are shielding or self-isolating

More is now known about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of students will be able to return to school.

However, a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).

Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Notifying the College of an absence

If your child is going to be absent, on the first day and each subsequent day you must either:

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

or

Send a text to: 07546 588119

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 College at the start of each subsequent day of illness.

If you do not notify the College 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. Common colds or routine appointments should not prevent attendance at school.

All correspondence about absences should be directed to Student Services.



If absences are persistent and reasons for it 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 College'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 five consecutive days or more without consent from the College. 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 Northamptonshire County Council (NCC) and the monies collected do **not** come to the College.

7) Behaviour for Learning

'Continuous effort - not strength or intelligence - is the key to unlocking potential'

We appreciate that students have been learning remotely for some time and now, more than ever, it is important that they adopt a 'can do' attitude to all aspects of College life. Students are going to have to work hard and be committed in order to recover any lost learning time and how much effort they put in will be how much they will be rewarded when they take their qualifications.

Every single child is capable of 'consistently' meeting our expectations, which is that students will give 100% in all aspects of their studies and work hard.

At The Latimer Arts College, we are committed to creating a positive and inclusive learning climate. Students are expected to attend College and to behave in a positive and respectful way at all times, whilst in College and when off site in College uniform or representing the College. Full details of our expectations are set out in our [Behaviour for Learning Policy](#).

Whilst we appreciate that students have not been in College for some time, it is vital that they adopt the high standards of positive behaviour that we expect.

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 ceremony, which we very much hope will make a return next year



Epraise



In addition to this, we have Epraise. This is our online reward scheme, which is proven to improve student motivation as well as raise attendance and GCSE grades.

Students are awarded points for positive behaviour and attendance that can be cashed in for entries into our tri-yearly prize draws. Students will have the opportunity to enter prize draws for high end prizes such as the latest tech or vouchers that they can spend at local retailers.

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

For more information, visit: www.epraise.co.uk

Addressing Negative Behaviours

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

In particular, we will take a zero tolerance approach to any behaviour that undermines the severity of the current pandemic, for example students who deliberately cough in order to disrupt learning.

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

- A verbal warning or short reprimand
- After school detention
- Internal Exclusion
- Loss of privileges
- Fixed Term Exclusion
- Permanent Exclusion

Promoting Positive Behaviour for Learning (B4L)

Our rewards and behaviour systems are designed to encourage students to 'do the right thing'. Our in-class B4L 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 system 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.

B4L 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.

It is centred on guiding a student to make the right choices about their behaviour.

There are 2 stages to the system:

Stage 1 – B4L Stage 1 Warning: A student who is not meeting our expected standards will have their name placed on the Warning Board. This will be a reminder and an opportunity for the student to modify their behaviour to an acceptable level.



Stage 2 – B4L Stage 2 Removal: If, following the warning stage, a student does not modify their behaviour to the expected standard, they will be removed to another classroom, given an activity to complete and then they will be placed in an after school detention within 24 hours of the removal.

Detentions

Our detention procedures are set in line with the DfE Guidance '*Behaviour and Discipline in Schools*'. In accordance with this, detentions may be used as a sanction. Where an after-school detention of longer than 15 minutes is imposed, parents and carers will be notified in advance. The College will not notify parents of short (less than 15 minutes) after-school detentions.

Parent/carers consent is not required for detentions. Where notification is given, this is for information only.

Behaviours sanctioned by detention

Although this list is not exhaustive, the following behaviours are not acceptable and would be sanctioned with an after-school detention:

Learning: removal from lesson; not completing enough classwork; not completing homework; assessments not completed to expected standard; not being ready to learn following routine checks for equipment and uniform; disrupting the lesson with 'COVID-19' anti-social behaviours.

Environment: chewing gum; damaging property; swearing in and around College; other out of class negative behaviours.

Actions to address more extreme behaviours / re-offenders

It is recognised that, on occasions, students exhibit more extreme behaviours for which a more severe sanction needs to be issued such as: Internal Exclusion/Fixed Term Exclusion or Permanent Exclusion.

8) Homework

Homework will be set on a regular basis. In order to minimise the risk of contamination from paper and books we will set as many quiz or app based homeworks as we can so that students can complete it online and receive immediate feedback.



Satchel One 'Show My Homework'

"Show My Homework" is an easy to use, web-based application provided by Satchel One 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 to access "Show My Homework"

"Show My Homework" can easily be accessed by using the link:

<https://thelatimerarts.showmyhomework.co.uk/school/homeworks/calendar> or by clicking on the "Show My Homework" logo on the Latimer website.

Students and parents/carers have their own logins for "Show My Homework" which can be accessed via a computer, tablet or mobile device. Parent/carers login details are issued in September.

Homework that has been set on "Show My Homework" can be viewed publicly, so even if you or your child forget your login details, you can still go online to check the details about what has been set.

"Show My Homework" can be accessed via a mobile device. However, if you do not have any access to the internet, we would encourage your child to use the many ICT facilities in College, including in the Learning Resource Centre (LRC), which are accessible before or after school, at break and at lunchtime.



Homework Timetable 2020 to 2021

	KS3 - Homework	KS4 - Homework	KS5 – Independent Study
EBacc Subjects			
English	Once a week	Once a week	4 hours a week Plus compulsory wider reading for English
Maths	Once a week	Once a week	4 hours a week
Science	Once a week	Once a week	4 hours a week Plus compulsory wider reading for Science
Computer Science		Once a week	4 hours a week
History and Geography	Once a fortnight for each subject	Once a week	4 hours a week including compulsory reading
French	Once a week	Once a week	4 hours a week including compulsory reading
BTEC Subjects			
Will include preparation for assessment			
ICT	Twice a term	Once a fortnight	4 hours a week
Business Studies		Once a fortnight	4 hours a week
Media		Once a fortnight	4 hours a week
Travel and Tourism		Once a fortnight	
Sport		Once a fortnight	4 hours a week
GCSE Subjects			
Psychology		Once a week	4 hours a week
Religious Studies Philosophy	Once every 3 weeks	Once a week	4 hours a week Plus compulsory wider reading
Art	5 per term	2 per term	4 hours a week
Design Technology	1 booklet per rotation (every 8 weeks)	1 per week Y11 2 per term Y9 and Y10	
Food and Nutrition		1 per week Y11 2 per term Y9 and Y10	
Drama Dance		Once a week	4 hours a week
Music		Once a week	4 hours a week Plus independent research
PE		Once a week	4 hours a week

Regrettably, we will not be able to offer after-school provision when we initially return in September. We will monitor the situation and re-introduce this support as soon as we can.



9) Supporting our Pupil Premium Students

What is the 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 Pupil Premium student 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 Ms Jyoti Pankhania: Assistant Principal jpankhanian@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 Northamptonshire County 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 [here](#). Our cashless catering system ensures free school meal students remain anonymous to other students.

10) School Bus Information (as of July 2020)

COVID-19 Guidance

The government guidance is that all students will be encouraged to walk or cycle to College.

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 Northamptonshire County Council and are not organised by the College. The local authority will be responsible for ensuring relevant control measures are implemented.

For students who travel on local authority or the Stagecoach dedicated school bus services, the advice about social distance will not apply.

However, the following is recommended:

- The use of hand sanitiser upon boarding and/or disembarking
- Distancing within the bus will be encouraged
- The use of face coverings will be encouraged



If students need to use public transport the following guidance has been issued:

- Students should try to travel at an off-peak time and if necessary, arrive at school early to support this
- Purchase e-tickets or use contactless methods where possible
- Wear face coverings
- Use hand sanitiser upon boarding and/or disembarking
- Maintain social distancing of 2 metres
- Avoid eating, drinking or touching the face while travelling

Where students use dedicated school transport, the disembarkation in the morning and the embarkation at the end of the College day will be supervised by College staff to ensure that it is organised. Supervision will be in place for the removal of face masks in the morning and the putting on of face masks at the end of the day, should students choose to do so.

Where a face mask is being worn whilst travelling, parents and carers need to train their child about the correct method of putting it on and taking it off. They must:

- Not touch the front of their face covering during use or when removing them;
- Wash or sanitise their hands immediately on arrival
- Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them
- Wash or sanitise their hands again before going to the classroom

Bus Routes

Students travelling from Isham:

The service is provided by NCC and operated on their behalf by '**Lawson's**'

Bus stop on opposite side of road from the former Bear and Beignet site	08.05am
Barton Seagrave, Latimer Arts College Grounds	08.15am

Barton Seagrave, Latimer Arts College Grounds	3.00pm
Bus stop on opposite side of road from the former Bear and Beignet site	3.10pm

Students travelling from Cranford:

The service is provided by NCC and operated on their behalf by '**Lawson's**'

Cranford Primary School, Church Street, Cranford	08:18am
Barton Seagrave, Latimer Arts College Grounds	08:25am

Barton Seagrave, Latimer Arts College Grounds	3:00pm
Cranford Primary School, Church Street, Cranford	3:10pm

Students travelling from Burton Latimer:

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

Buses **276** and **278** travel **from** Burton Latimer to The Latimer Arts College. Bus 278 travels **to** Burton Latimer from The Latimer Arts College

Bus timetables are as follows:



Service 276

Alumasc Corner	0740
Burton Latimer Hillcrest Avenue	0753
Burton Latimer High Street	0756
Spinney Road	0800
Barton Seagrave The Stirrup Cup	0804
Latimer Arts College Grounds	0809

Service 278

Burton Latimer Hillcrest Avenue	0750
Burton Latimer Britannia Club	0753
Waggon & Horses	0755
Barton Seagrave opp Stirrup Cup	0800
Latimer Arts College Grounds	0805

Service 278

Latimer Arts College Grounds	1520
Alumasc Corner	1525
Burton Latimer Hillcrest Avenue	1528
Burton Latimer High Street	1531
Waggon & Horses	1533

Arrival times are an estimate only

A regular service is provided along St Botolph's Road on local services 47, 48, 49 and 50 between Kettering, Barton Seagrave and Burton Latimer.

Please note that last year Stagecoach changed the bus service without informing the College. Should you wish your child to travel by bus in September, we recommend that you contact the bus companies directly for further information.

11) College Policies

By sending your child to our College 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
- Public Sector Equality Duty Statement
- Safeguarding and Child Protection Policy
- Sex Education Policy
- Special Educational Needs Information Report
- Student ICT Acceptable Use Policy
- Uniform Policy
- Sixth Form Dress Code

12) General Data Protection Regulations (GDPR)

As a College 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 1998. As a College, 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 College 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.