



the  
**LatimerArts**  
College

**Unlocking Potential – Inspiring Excellence**

**Information Pack for  
Parents and Carers**

**2022—2023  
First Edition: June 2022**



# 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.

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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## Unlocking Potential – Inspiring Excellence

At The Latimer Arts College, we are a community, a family, that genuinely respects and cares for each other. Together, we are committed to ensuring that everyone in our school is happy, feels safe and is valued.

With our students at the heart of all that we do, as a team, we aim to encourage each person to uphold both our College values of **Honesty, Excellence, Ambition, Respect and Teamwork** and the fundamental British values of democracy, rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs, to be someone who is determined to make a positive contribution to both our local community and wider society.

Supported by our high expectations, we work collectively to inspire all to place no boundaries on their ambitions, no limits on their aspirations and put no barriers in the way of their achievements. Through our passionate belief in the value of a well-rounded education, it is our intention that we will unlock the true potential, whatever that may be for each and every individual, and, through excellence, ensure that they can be *the best that they can be*.

## Safeguarding and Child Protection

The College 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 Safeguarding and Child Protection 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.

The College has a duty to keep parents/carers informed of its responsibilities with regards to Child Protection. In line with this, should the College 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:

Ms Jyoti Pankhania: Assistant Principal - Designated Safeguarding Lead (DSL)  
 Mrs Heidi Angel: Deputy DSL  
 Mrs Sue Hutchins: Deputy DSL  
 Mrs Victoria Angel: SEND Child Protection and Safeguarding Officer  
 Mrs Anne-Marie Bowers: Child Protection and Safeguarding Officer  
 Mrs Anne-Marie Black: Child Protection and Safeguarding Officer (Reception and visitors)  
 Mr Steve Harvey: Child Protection and Safeguarding Officer  
 Miss Sue Magee: 6th Form Child Protection and Safeguarding Officer  
 Mrs Claudia Turner: Child Protection and Safeguarding Officer

## Access to College Site

To safeguard our students, we lock down the College site between 8.25am and 3.00pm, 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 College site in cars in order to drop off their child at the start of the College day, or when collecting their child at the end of the College day. Should you need to drop off your child because they are late or should you need to collect your child for an appointment, whilst you are welcome to confirm your arrival at the gates by pressing the intercom and speaking to the Visitors' Receptionist, 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 2022 to 2023

<b><u>Term 1</u></b> <b>Training Day</b> <b>Training Day</b> Term starts Year 6 Open Evening Term ends	<b>Thursday 1<sup>st</sup> September 2022</b> <b>Friday 2<sup>nd</sup> September 2022</b> Monday 5 <sup>th</sup> September 2022 Thursday 6 <sup>th</sup> October 2022 Friday 21 <sup>st</sup> October 2022
<b><u>Term 2</u></b> Term starts Sixth Form Open Evening <b>Training Day</b> Term ends	Monday 31 <sup>st</sup> October 2022 Wednesday 9 <sup>th</sup> November 2022 <b>Friday 2<sup>nd</sup> December 2022</b> Friday 16 <sup>th</sup> December 2022
<b><u>Term 3</u></b> <b>Training Day</b> Term starts Term ends	<b>Tuesday 3<sup>rd</sup> January 2023</b> Wednesday 4 <sup>th</sup> January 2023 Friday 10 <sup>th</sup> February 2023
<b><u>Term 4</u></b> Term starts Term ends	Monday 20 <sup>th</sup> February 2023 Friday 31 <sup>st</sup> March 2023



<b>Term 5</b> <b>Training Day</b> Term starts <u>College Closed Bank Holiday</u> Term ends	<b>Monday 17<sup>th</sup> April 2023</b> Tuesday 18 <sup>th</sup> April 2023 Monday 1 <sup>st</sup> May 2023 Friday 26 <sup>th</sup> May 2023
<b>Term 6</b> Term starts Term ends	Monday 5 <sup>th</sup> June 2023 Friday 21 <sup>st</sup> July 2023

## Timings of the Day

<b>Warning bell and registration:</b>	8.25am (students who arrive after this are late)
Lesson 1:	8.30am - 9.30am
Lesson 2:	9.30am - 10.30am
<b>Break:</b>	10.30am - 10.45am
Lesson 3:	10.45am - 11.45am
Personal Development Session: and Assembly	11.45am - 12:15pm
<b>Lunch:</b>	12.15pm - 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. We operate late gates each morning and students who arrive at the gates after 8.25am are deemed as late.

Parents/carers have a legal obligation to ensure that their child arrives at College on time. We will inform you if your child is persistently late and issue sanctions to your child accordingly.

## Ready to Learn: 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.

All students in Years 7-11 who attend The Latimer Arts College 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):** each of our four Houses has a different colour tie.

**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.

### 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:** Mouth guard

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.

### Other Optional PE Items

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

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 or jewellery 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.

**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.

**Cycling:** Students are permitted to cycle to College and 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.

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.

## Additional Important Uniform 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.



## 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](http://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. 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
- ✓ French dictionary (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 will be placed in a detention.

## Ready to Learn: Attendance and Punctuality

### Why is good attendance important?

Your child will:

- ✓ Keep up with learning and understand the lessons
- ✓ Achieve better qualifications
- ✓ Develop and maintain strong friendships
- ✓ Expect to get higher paid jobs and careers

### What can happen if attendance is poor?

Your child may:

- ✓ Not understand their learning and fall behind with their progress
- ✓ Become isolated from their friendship groups
- ✓ Achieve less than they could and receive poorer qualifications
- ✓ Get a lower paid job
- ✓ Be more likely to get into criminal activities



## Why is it important to arrive at College on time?

Your child must arrive at College by 8.25am each morning as:

- ⌚ It is a legal requirement to attend College and to be on time
- ⌚ It prepares them at an early age for punctuality in future employment

### Did you know...?

**Being just 15 minutes late every day is the same as missing 2 whole weeks of school a year?**

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](mailto: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. Should you send written communication into College, your child should hand this in at Student Services at the start of the College 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 College 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 the College not have been made aware that a student has an appointment, this may result in a delay in them 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 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/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 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 North Northamptonshire Council and the monies collected do **not** come to the College.





# 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 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 and Anti Bullying Policy](#).

## 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

## 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, attendance and College contributions 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](http://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.

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
- Detentions: lunchtime or after school
- Community Service
- Internal Exclusion
- Loss of privileges, including non-attendance at the Year 11 Celebration Assembly and Prom
- 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 be issued with a warning. 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 a 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/carer consent is not required for detentions.** Where notification is given, this is for information only. Most detentions will be scheduled for lunchtimes, but on occasions, after school detentions may be set.

## Behaviours sanctioned by detention

Although this list is not exhaustive, the following behaviours are not acceptable and would be sanctioned with a detention:

**Learning:** removal from lesson; not completing enough classwork; not completing homework; assessments not completed to the expected standard; not being ready to learn following routine checks for equipment and uniform.

**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: Senior Leader Detention (post-school), Internal Exclusion, Fixed Term Exclusion or Permanent Exclusion.

## Homework

Learning beyond the classroom is crucial to accelerating progress. Homework will be set on a regular basis and is currently set as follows.



### Homework Timetable 2022 to 2023

	KS3 Homework	KS4 Homework	KS5 Independent Study
<b>Ebacc Subjects</b>			
<b>English</b>	Once a week	Once a week	Twice a week
<b>Maths</b>	Once a week	Once a week	Twice a week
<b>Science</b>	Once a week	Once a week	Twice a week
<b>Computer Science</b>		Once a week	Twice a week
<b>History and Geography</b>	Once a fortnight for each subject	Once a week	Twice a week
<b>French</b>	Once a week	Once a week	Twice a week
<b>BTEC subjects</b>			
Will include preparation for assessment			
<b>Digital Studies / ICT</b>	Twice a term	Once a fortnight	Twice a week
<b>Business Studies</b>		Once a fortnight	Twice a week
<b>Media</b>		Once a fortnight	Twice a week
<b>Sport</b>		Once a fortnight	Twice a week
<b>GCSE Subjects</b>			
<b>Psychology</b>		Once a week	Twice a week
<b>Religious Studies Philosophy and Ethics</b>	Once every 3 weeks	Once a week	Twice a week
<b>Sociology</b>			Twice a week
<b>Art</b>	5 per term	2 per term	Twice a week
<b>Design Technology</b>	1 booklet per rotation (every 8 weeks)	1 per week Year 11 2 per term 9 and 10	
<b>Food and Nutrition</b>		1 per week Year 11 2 per term 9 and 10	
<b>Dance</b>		Once a week	Twice a week
<b>Drama</b>		Once a week	Twice a week
<b>Music</b>		Once a week	Twice a week
<b>PE</b>		Once a week	Twice a week



## 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.

### What happens if I forget my login details?

Homework that has been set on Satchel:one 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.

### 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 your child to use the many IT facilities in College.

## 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. Make learning a family affair!

### Accelerated Reader for Year 7

Year 7 (and some Year 8) students participate in the Accelerated Reader (AR™) program. AR is a computer program that helps manage and monitor children's independent reading practice. Your child picks a book at his/her own level and reads it at his/her own pace. When finished, your child takes a short quiz on the computer. (Passing the quiz is an indication that your child understood what was read). AR gives children, teachers, and our librarian feedback based on the quiz results, which is then used to help your child set goals and direct ongoing reading practice.



### Drop Everything and Read (DEAR) for Year 7 and 8 Students

Another method that we embrace in College to encourage students to read is an initiative called **DEAR (Drop Everything and Read)**. Years 7 and 8 engage in daily **DEAR** sessions where they drop what they are doing and read for pleasure, for 15 minutes.



## 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.

**If you send an e-mail to [mail@latimer.org.uk](mailto: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.

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](http://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.**

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



## Supporting Your Child: Who's Who

In order to embrace our value of Teamwork, 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:

House 1: Mr Nigel Corrigan  
House 2: Mrs Natasha Wignall  
House 3: Mr Stephen Tamkin  
House 4: Ms Jo Milson

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

Art and Design: Mrs Mary-Jane Ashcroft  
English: Mr Gregg Nunney  
Humanities: Mrs Lindsey Murdoch  
Digital Studies/Business/Media/Computer Studies: Mr Dan Arnold  
Maths: Mr Martin Wall  
Modern Foreign Languages: Mrs Hannah Sumner  
Performing Arts: Miss Caroline Eyley  
PE: Mr Sam Hallett  
Science: Mrs Jacki Cook  
Social Sciences: Ms Alexandra Simons

### **Senior Leadership Team:**

Ms Siobhan Hearne: Principal  
Mr Steve Harvey: Vice Principal  
Miss Kerry Gallon: Assistant Principal  
Mr Keith Matthews: Assistant Principal  
Ms Jyoti Pankhania: Assistant Principal  
Mrs Christy Stewart: Assistant Principal  
Mrs Debbie Castley: Business Manager

## 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 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 Ms Jyoti Pankhania: Assistant Principal [jpankhania@latimer.org.uk](mailto:jpankhania@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 [here](#). 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—8.25am, 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 College 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 College. 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 the College, 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.

## 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 Northamptonshire County Council and are not organised by the College.

### 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





### 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 contact the bus companies directly for further information

## 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 College 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 the College, and help us improve communication with parents/carers. If any parents/carers are interested in joining the Parent Forum please contact Ms Jyoti Pankhania: Assistant Principal [jpankhania@latimer.org.uk](mailto:jpankhania@latimer.org.uk)

## 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:

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

## 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 2018. 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.