



the
LatimerArts
College

**Delivering Outstanding Achievement
Through Partnership:**

**Information Pack for
Parents and Carers**

2021—2022

May 2021
(First Edition)

Introduction



Despite currently operating in unprecedented circumstances, at The Latimer Arts College we are committed to doing all that we can to ensure a smooth transition for our new Year 7 students when they join us.

As a starting point, we hope that this information booklet will provide a useful introduction for parents/carers, and their children. 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.

This is a 'first edition' of our Information for Parents and Carers booklet which is always published in May as part of our 'Moving Up' programme so that we can provide an overview for you as early as possible. In ordinary circumstances, we would not anticipate significant changes to our main systems and procedures and we normally publish a revised version in July that confirms key calendar events and dates.

As we will not be in a position to confirm all of our systems and procedures for September until the government confirm the next stage of the roadmap, throughout this booklet, we have included details of what our 'normal' procedures are and how they are currently operating due to the pandemic so that you are aware of both.

We do commit to keeping you informed over the coming months and providing updates accordingly. We will also provide an updated version of this booklet prior to the academic year starting, once we have confirmation of when this will be.

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. All policies on the website are our most current ones.

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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!** To achieve this, we actively encourage our students to develop the qualities and skills that will prepare them for life-long success, these being:

Leadership, Organisation, Resilience, Initiative, Communication.

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.

Aiming High: ‘Continuous effort - not strength or intelligence - is the key to unlocking potential’

One of the keys to success with this is raising aspirations. We ask you to encourage your child to aim high, to have a ‘can do’ attitude to all aspects of College life. More important than what GCSE grade your child might get, is how much effort they are putting into their studies. **Hard work brings success!**

We routinely feedback on the effort that your child is putting into their studies: this will encompass how hard they work in lessons, their response to feedback given to improve, their behaviour, the quality of homework they produce and whether they are taking opportunities to extend their learning.

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.

Safeguarding

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

Mr Steve Harvey: Child Protection and Safeguarding Officer

Mrs Sue Hutchins: Child Protection and Safeguarding Officer

Mrs Tina Squires: 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. 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. Apart from this, should a parent or carer attempt to enter the site, permission will not be granted and this may only serve to cause congestion around the College entrance.

Linked to this, may we remind you that students should be on the College site by 8.25am. Those arriving after this time will be deemed as late and will be placed in detention.

Term Dates 2021 to 2022

<u>Term 1</u> Training Day Training Day Term starts Term ends	Tuesday 31st August 2021 Wednesday 1st September 2021 Thursday 2 nd September 2021 Friday 22 nd October 2021
<u>Term 2</u> Term starts Training Day Term ends	Monday 1 st November 2021 Friday 3rd December 2021 Friday 17 th December 2021
<u>Term 3</u> Term starts Term ends	Wednesday 5 th January 2022 Friday 11 th February 2022
<u>Term 4</u> Term starts Term ends Training Day	Monday 21 st February 2022 Thursday 7 th April 2022 Friday 8th April 2022
<u>Term 5</u> Term starts <u>College Closed Bank Holiday</u> Term ends	Monday 25 th April 2022 Monday 2 nd May 2022 Friday 27 th May 2022
<u>Term 6</u> Term starts Term ends Training Day	Monday 6 th June 2022 Tuesday 19 th July 2022 Wednesday 20th July 2022

Timings of the Day: Normal Arrangements



Warning bell and registration: 8.25am (students who arrive after this are late)

Lesson 1: 8.30am - 9.30am

Lesson 2: 9.30am - 10.30am

Break: 10.30am - 10.50am

Lesson 3: 10.50am - 11.50am

Tutor Time: 11.50am - 12:15pm (Assembly and Personal Development activities)

Lunch: 12.15pm - 1.00pm

Warning bell and registration: 12.55pm

Lesson 4: 1.00pm - 2.00pm

Lesson 5: 2.00pm - 3.00pm

Timings of the Day: Current Arrangements

Warning bell and registration: 8.25am (students who arrive after this are late)

Lesson 1: 8.30am - 9.30am

Lesson 2: 9.30am - 10.30am

Break: 10.30am - 10.50am

Lesson 3: 10.50am - 11.50am

Lunch: 11:50am - 12.25pm Years 7, 9 and 11
12.25pm - 1.00pm Years 8, 10, Sixth Form

Personal Development Session: 11.50am - 12:25pm Years 8, 10, Sixth Form
and Assembly 12:25pm - 1.00pm Years 7, 9 and 11

Lesson 4: 1.00pm - 2.00pm

Lesson 5: 2.00pm - 3.00pm *

***Departure times:** 2:55pm Year 7 & 8, 3:00pm Year 9 & 10
3:05pm Year 11

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 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)

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.

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 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. 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 are useful but optional
- ✓ Protractor and compass
- ✓ Calculator: we recommended the **Casio 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 will be placed in a lunchtime 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

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.

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 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 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 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.

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 and after College
- 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 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 a lunchtime 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.

Currently, our detention system is operating after school each day of the week. In 'normal' times, our detentions are at lunchtime.

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 a 1 hour 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.

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: Friday after school Detention till 5pm/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 2021 to 2022			
	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 Plus Independent Study
Further Maths			4 hours a week Plus Independent Study
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 Plus Independent Study
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			
ICT	Twice a term	Once a fortnight	
Business Studies		Once a fortnight	4 hours a week Plus Independent Study
Media		Once a fortnight	4 hours a week Plus Independent Study
Sport		Once a fortnight	4 hours a week Plus Independent Study
GCSE Subjects			
Psychology		Once a week	4 hours a week Plus Independent Study
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 Plus Independent Study



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	
Dance		Once a week	
Drama		Once a week	4 hours a week Plus Independent Study
Music		Once a week	
PE		Once a week	4 hours a week Plus Independent Study

Satchel:One



This 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 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 Latimer 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 ICT facilities in College.

Aspire

In 'normal' times, Aspire is our popular homework support service - this runs on a daily basis from 3.00 - 4.00pm and is led by members of staff who can offer homework support to students. Students can access a variety of resources and refreshments are provided. All students are welcome to attend.

During the pandemic, Aspire has been offered on an invitation basis to specific year groups as numbers have to be limited in order to support year group 'bubbles'.

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 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

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



All students are part of a form and all forms are part of a House. 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.

At Latimer, students are usually placed in to one of five Houses, led by an **Achievement Leader**. Due to Covid restrictions, we have currently placed students into year groups. We hope to be able to confirm what system will operate in September before the end of the academic year. Our current house/year group leaders are:

Achievement Team Leader: Mr Tom McGuire

Barton House/Year 7: Mr Nigel Corrigan

Wicksteed House/Year 8: Miss C King

Latimer House/Year 9: Miss Jo-Anne Milson

Castle House/Year 10: Miss Lauren Watson

Botolph House/Year 11: Mr Stephen Tamkin

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

ICT/Business/Media: 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

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

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 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 Picasso's, 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 (as of May 2021) This information is subject to change



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
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 contact the bus companies directly for further information

Parent Forum

We hope to re-establish our supportive and enthusiastic 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 Gallon by email at KGallon@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:

- 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

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.