



the  
**LatimerArts**  
College

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

**March 2021**



## Introduction

We hope that this information booklet is a useful reference document for parents/carers, and their children, as we continue to 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 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) Updated Calendar Events 2021

<b><u>Term 4</u></b> Term starts Virtual Year 9 SPRE Virtual Year 8 Pathways Showcase Term ends	Monday 22 <sup>nd</sup> February 2021 Wednesday 24 February Tuesday 16 March Friday 26 <sup>th</sup> March 2021
<b><u>Term 5</u></b> <b>Training Day</b> Term starts Virtual Year 8 Pathways Consultation Evening (4 – 7.00pm) <u>College Closed Bank Holiday</u> Virtual Year 7 SPRE Term ends	<b>Monday 12<sup>th</sup> April 2021</b> Tuesday 13 <sup>th</sup> April 2021 Wednesday 14 April Monday 3 <sup>rd</sup> May 2021 Wednesday 12 May Friday 28 <sup>th</sup> May 2021
<b><u>Term 6</u></b> Term starts Term ends <b>Training Day</b> <b>Training Day</b>	Monday 7 <sup>th</sup> June 2021 Friday 16 <sup>th</sup> July 2021 <b>Monday 19<sup>th</sup> July 2021</b> <b>Tuesday 20<sup>th</sup> July 2021</b>

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.

Parents and carers will not be permitted to routinely enter the College buildings. At this time, we would ask you to refrain from visiting our main reception in person where possible unless you have a pre-arranged meeting with a member of staff, who will be on hand to meet you. Only if it is absolutely necessary will parents and carers be invited into the College buildings.

In the first instance, communication will need to be by telephone or email.

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 **must** also top up your child's cashless catering account using this system.

Once trips and visits and music lessons etc restart, School Gateway should be used to pay for these.

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.***

## **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.

**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 who will be invited on site 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 and 9 should place their cycles in the storage area attached to the Gym. Students in Years 8, 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.

## **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: 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.

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.

## 6) Attendance and Punctuality

In Term 3, when schools were closed, 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. This means, the usual laws surrounding school attendance will once more apply, including:

- A parent/carer's 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 school's 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

A small number of students will still be unable to attend school 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).

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

Please note that you must inform the College immediately if your child tests positive for COVID-19 and your child must start a period of self-isolation. We will then commence a process of contact tracing.

### 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](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.

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.**

## 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](#).

### 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
- Epraise points
- Contact with parents and carers through, for example, phone calls, letters or postcards home
- Certificates and prizes

**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.

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 or those not wearing masks appropriately.

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.

## Detentions

***Please note that detentions will continue to take place after school, rather than at lunchtime.***

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. **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 using Satchel:one. Please be aware that full resumption of the homework timetable may not occur until the start of Term 5, once students have settled back into on site learning.

Homework Timetable 2020 to 2021			
	KS3 - Homework	KS4 - Homework	KS5 – Independent Study
<b>EBacc Subjects</b>			
<b>English</b>	Once a week	Once a week	4 hours a week Plus compulsory wider reading for English
<b>Maths</b>	Once a week	Once a week	4 hours a week
<b>Science</b>	Once a week	Once a week	4 hours a week Plus compulsory wider reading for Science
<b>Computer Science</b>		Once a week	4 hours a week
<b>History and Geography</b>	Once a fortnight for each subject	Once a week	4 hours a week including compulsory reading
<b>French</b>	Once a week	Once a week	4 hours a week including compulsory reading
<b>BTEC Subjects</b>			
Will include preparation for assessment			
<b>ICT</b>	Twice a term	Once a fortnight	4 hours a week
<b>Business Studies</b>		Once a fortnight	4 hours a week
<b>Media</b>		Once a fortnight	4 hours a week
<b>Travel and Tourism</b>		Once a fortnight	
<b>Sport</b>		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

## 9) 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) Use of School Buses and Public Transport

The government guidance is that all students will be encouraged to walk or cycle to College. For students who travel on local authority or the Stagecoach dedicated school bus services, all of those over the age of 11 must wear a face covering.

If students need to use public transport they 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
- Use hand sanitiser upon boarding and/or disembarking
- Maintain social distancing of 2 metres
- Avoid eating, drinking or touching the face while travelling



## 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
- Uniform 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.