



the
LatimerArts
College

Unlocking Potential – Inspiring Excellence

**Information Pack for
Parents and Carers**

2023-2024

Published July 2023



Introduction

We hope that this information booklet is a useful reference document for parents/carers as their children begin at Latimer Arts College. It provides information on our current systems and procedures, all of which are designed to ensure that your child has the very best start and learning experience. We would urge you to ensure that you have read the information enclosed and 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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Our values: HEART Unlocking Potential – Inspiring Excellence

At Latimer, we share a set of common values that guide us in all we do. Honesty, Excellence, Ambition, Respect and Teamwork.

As a community we aspire to be the best we can and to exemplify these values through our interactions with others and our personal attitude to learning.

We are passionate about unlocking students' potential and inspiring ambitious futures. We ensure there are no barriers to achievement and no limits on aspiration.

We provide a highly stimulating learning experience with a wealth of wider opportunities to enable students to gain skills, personal qualities and qualifications, that will lead them to have fulfilling careers and choices in their futures.

At the heart of everything we do is the desire to ensure students leave Latimer as honest, respectful, confident young people, who will have a positive impact on our local community and wider society.



Safeguarding and Child Protection

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 Child Protection and Safeguarding Policy, the aim of which is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate.

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 Victoria Angel: SEND Child Protection and Safeguarding Officer
 Mrs Jeanette Birnie: 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: Sixth 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 during school hours, with the three entrances being secured between these times. Entry to the site throughout the day will only be via the Castle Way entrance. Please note, we have an electronic gate on the Castle Way entrance. Access will only be granted to students and authorised visitors, who will need to contact main reception via an intercom system.

We ask parents/carers to support us in ensuring our students are safe by not entering the site in cars in order to drop off their child at the start of the day, or when collecting their child at the end of the day. Should you need to drop off your child because they are late or 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 2023 to 2024

<u>Term 1</u>	
Training Day	Friday 1st September 2023
Training Day	Monday 4th September 2023
Term starts	Tuesday 6 th September 2023
Term ends	Friday 20 th October 2023
<u>Term 2</u>	
Term starts	Monday 30 th October 2023
Training Day	Friday 1st December 2023
Term ends	Friday 22 nd December 2023
<u>Term 3</u>	
Term starts	Monday 8 th January 2024
Term ends	Friday 16 th February 2024



Term 4 Term starts Term ends	Monday 26 th February 2024 Thursday 28 th March 2024
Term 5 Training Day Term starts <u>College Closed Bank Holiday</u> Term ends	Monday 15th April 2024 Tuesday 16 th April 2024 Monday 6 th May 2024 Friday 24 th May 2024
Term 6 Term starts Term ends	Monday 3 rd June 2024 Friday 19 th July 2024

Timings of the Day

Movement bell:	8.20am
Ready to Learn:	8.25am - 8.30am
Lesson 1:	8.30am - 9.30am
Lesson 2:	9.30am - 10.30am
Break:	10.30am - 10.50am
Lesson 3:	10.50am - 11.50am
Personal Development Session:	11.50am - 12:20pm
Lunch:	12.20pm - 1.00pm
Lesson 4:	1.00pm - 2.00pm
Lesson 5:	2.00pm - 3.00pm

Please note that students should not arrive on site before 8am, when the canteen and LRC will be open. Students should be on site by 8:20am when the movement bell will ring to ensure they are in class at 8:25am for ready to learn checks and key messages.

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.

As 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:

Main Uniform

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

College tie: Compulsory branded item to be worn at all times (with the exception of practical lessons). Each of our four Houses has a different colour tie.

College jumper: Optional branded item. This should not be worn instead of a blazer.

White school shirt: Non-branded item but we request that this must be a conventional school shirt, with a collar and not fashion blouses. Shirts must be worn tucked in.

Plain black full length school trousers: Non-branded item. Please note that leggings, jeans and chino trousers are not permitted. Trousers must be full length. If students wish to wear skirts there are two College approved styles available from Karlsports.

Plain black footwear: Non-branded item. Footwear must be completely black, but may be shoes or trainers. No boots or canvas shoes. If students choose to wear trainers to school these cannot be worn for PE.



PE Uniform

PE Basic Kit

PE shirt with school badge: Compulsory branded item.

Plain black shorts: Please note that lycra hot pants/shorts are not permitted.

or **Black and white shorts:** Optional, branded item.

or **Black and scarlet skort:** Optional, branded item.

Red football socks for football/rugby and optional trainer socks for other sport: Optional, non-branded item.

Performance top (black with red trim): Optional, branded item.

PE Footwear

Students must have a separate pair of trainers for PE, these do not need to be all black.

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.

Other Optional, Non-Branded 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

Personal Protective Equipment (PPE)

We **strongly advise** that the following Personal Protective Equipment (PPE) is worn by students when undertaking the following sports in their PE lessons, as semi-competitive matches, and therefore contact, may take place:

- **Football, Hockey and Futsal:** Shin pads
- **Rugby and Hockey:** Mouth guard

Please note that many students undertake informal sporting activities at break and lunchtime, such as football. The strong advice above applies at these times as well, and shin guards are recommended for football.

In line with this guidance, should parents and carers wish their child to wear PPE, it is **parental responsibility** to provide it. Whilst we may have a small supply of spare PPE for any given sport, we are not in a position to guarantee its availability each lesson.

We would recommend that parents and carers ensure that any PPE that is purchased meets the British Standards Institute (BSI) and European (EN) standards.

Dance Uniform

PE kit can be worn
Alternatively, a non-branded, plain T-shirt with jogging bottoms/leggings/shorts or dance trousers
Bare feet or appropriate dance shoes

Additional Uniform Procedures

A full list of additional uniform procedures, including those applied during extreme weather, is set out in our Student Uniform Policy available on our website. The information below highlight key areas of policy, please read the policy in full for more detail.

Coats: Should students wish to wear an outdoor jacket or coat to College, please be mindful that these should support the business-like College policy. Coats should be of a plain colour, without embellishments or logos. Casual jackets such as denim, leather or hooded tops are not permitted.

Jewellery: Students are permitted to wear up to two studs in each earlobe, a watch and a "medical alert" bracelet or necklace. No other body piercings or jewellery are allowed.

No jewellery is to be worn in Design Technology, Food, 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. Nails should also be natural.

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. 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.

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

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. 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.

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)
- ✓ Angle measurer 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.

Ready to Learn: Attendance and Punctuality

How do I notify the College of an absence?

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

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

Send a text to: 07444 851655 or

Ring the 24-hour absence answer line on 01536 720300

Please state your child's name, form, reason for absence and expected date of return. Please contact the 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.

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 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

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, Schools cannot 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 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 available on our website.

Rewarding Positive Contributions

Where positive behaviour is displayed, we take every opportunity to recognise this and to encourage and motivate students to be the best that they can be. We enjoy celebrating student success! There are a range of ways in which a student may be rewarded, some of which include:

- Verbal or written praise
- Satchel:one alerts
- 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



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 trip or visit.

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

- A verbal warning or reprimand
- Detentions: lunchtime or after school
- Internal Suspension
- Loss of privileges
- Fixed Term Suspension
- Permanent Exclusion

In addition to this, students and parents and carers will be alerted via the satchel:one app of instances of negative behaviour.

Promoting Positive Behaviour for Learning

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 reminder 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, there will be a consequence.

For more information please refer to our Behaviour for Learning Policy available on our website.

Extended Learning - Homework

Retrieving, rehearsing and researching through extended learning is recognised as an essential part of learning at The Latimer Arts College as it can help students to know and remember more.

All extended learning is logged on satchel:one which students, parents and carers and staff all have access to.

Students have access to IT and space to complete extended learning before school from 8.00-8.20 am in the Library, at lunchtime in IT6, and after school Monday to Thursday in the Library.

Extended Learning	Year 7 and 8
English	Once a week
Maths	Once a week
Science	Once a week
Computing and Digital Studies	Once a term
Geography	Once a fortnight
History	Once a fortnight
French	Once a week
Art	5 per term
Design Technology	1 booklet per rotation (every 8 weeks)
Religious Studies	Once every 3 weeks



Satchel:one

This is an easy to use, web-based application that will allow you and your child to keep track of all aspects of school life, extended learning, timetable, rewards and behaviour.



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. However, the best way is to download the satchel:one app from the App store.

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 you to let the College know so that we can explore ways of supporting with this.

Reading

We would love you to encourage your child to read for pleasure **every day** and to support this all students will engage in literacy activities during the week.

We are pleased to be continuing to use Bedrock Learning. This is an exceptional program designed to empower learners with the language and literacy skills necessary to enhance their educational journey. Bedrock provides a wealth of high-quality resources, offering meaningful insights and a comprehensive literacy curriculum. Whether it's for classwork or homework, the resources are tailored to meet the needs of your child.

Accelerated Reader for Year 7 and Year 8

Year 7 and 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.

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!



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.



Supporting Your Child: Who's who

In order to embrace our values, all students will be part of one of our four Houses. Within each House there are two form groups from each year group from Year 7 to 11. We encourage students to make a positive contribution to this House by engaging in the activities and competitions that we run throughout the academic year.

Should you wish to discuss your child's progress or well-being at any time, please contact their **form tutor** as the first point of contact. From here, the tutor will ensure that the relevant member of staff supports you with your enquiry.

Our four Houses are led by a **House Leaders**:

Attenborough: Mr Steve Tamkin

Gilbert: Mrs Natasha Wignall

Kahlo: Mr Fearghas Walmsley

Tull: Mrs Cindy Al Noah Ponder

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 and French: Mrs Hannah Sumner

Digital Studies/Business/Media/Computer Studies: Mr Dan Arnold

Maths: Mr Martin Wall

Performing Arts: Miss Caroline Eyley

PE: Mr Sam Hallett

Science: Mrs Jacki Cook

Social Studies including RS: Mrs Alexandra Tidmarsh

Senior Leadership Team:

Mrs Kathryn Murphy: 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 students eligible for the Pupil Premium

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 achievement 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



How to apply for Free School Meals

We urge all parents and carers who are eligible for free school meals to register with North Northamptonshire Council. You may be entitled to free school meals if you are entitled to:

1. Income Support
2. Income Based Job Seekers Allowance
3. Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
4. National Asylum Seekers Support
5. Guarantee Element of the State Pension Credit
6. Employment and Support Allowance
7. Universal Credit (Income Related)

You can check your eligibility and access the online application form [please refer to our website for details on how to apply](#). Our cashless catering system ensures free school meal students remain anonymous to other students.

Dining Arrangements

Students are welcome to bring a packed lunch or to purchase food from our canteen.

A breakfast service is available from 8am - 8.15am, a snack service (hot and cold food) at break and a lunch service (hot and cold food) at lunchtime. Details of the service offered by [abm Catering Solutions](#), our catering providers, can be accessed via our website.

We operate a cashless catering service, whereby money is placed on a student's account and payment for food is via a fingerprinting system. Parents/carers should top up their child's account online using School Gateway. Details of this are included in this booklet (section entitled "Keeping in Touch").

Our cashless catering system uses fingerprint technology (known as "biometrics") in order to avoid the risks posed to students of carrying cash or cards around the 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.

Transport

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. **We strongly encourage students to wear a cycle helmet.** Those not following these rules will not be permitted to cycle to College. Bikes brought into the College are done so at the owner's risk.

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. Timetable information may be subject to change prior to the start of the academic year. Parents should refer to the transport section on our website for up to date information and times.

Students travelling from Burton Latimer:

The service is independently organised by 'Stagecoach' Travel. Buses **276** and **278** travel **from** Burton Latimer to The Latimer Arts College. Bus 278 travels **to** Burton Latimer from The Latimer Arts College. An up to date timetable is available on the Transport section of our website.

A regular service is provided along St Botolph's Road on 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

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
- Relationship, Sex and Health Education (RSHE) Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs Information Report
- Student ICT Acceptable Use Policy
- Uniform Policy

General Data Protection Regulations (GDPR)

As a 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.