



The Latymer School

Welcome booklet  
September 2023

# A letter to students

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Dear Year 7 Student,

Welcome to the Latymer School! We are excited to welcome you to the school and hope that you will enjoy the next seven years as part of our close-knit, diverse, and vibrant community.

We believe that we have a lot to offer you as new students, and we are proud of our long and successful history. As a member of the Latymer community, you will not only have the chance to develop your knowledge during school hours, but you will also be invited to enjoy a range of extra-curricular activities. There is something for everyone; we offer exciting music and drama opportunities, competitive sports, and a wide variety of student-led societies. You will build new relationships with other students and teachers, and will be given as much support as you need along the way. We hope that you are looking forward to getting involved in all aspects of school life as much as we are looking forward to welcoming you.

On the first day of term, enter school by the Great Hall Entrance on Haselbury Road, aiming to arrive between 8:30am and 8:45am. Your Head of Learning will be there to greet you and you will be shown to your form room with the rest of your class. Here, your form tutor will be waiting to meet you, and they will give you more information about your first day, including what lessons you will be doing, where you will go for those lessons, and when you will have lunch.

On the first day you will only need:

- Pencils and a pen.
- A packed lunch if you have not already paid for a school lunch.
- Snacks to eat at break, if you wish.

You will be given your timetable, which shows what subjects you will study each day and the rooms you will be taught in. You will also receive a student planner, which features a homework diary and a school calendar. This planner will be extremely important, as it will help you to organise your homework, and includes details of significant dates and important events at the school. Make sure to show your planner to your parent/carer at the end of each week, so that they can also make a note of important information. Your parent/carer will be able to use the planner to communicate with your teachers, and vice versa.

This is a really exciting year to be starting at Latymer, as in 2024 we will mark our 400th anniversary. In 1624 Edward Latymer, a local benefactor, started the Foundation which is now The Latymer School. From January to December 2024 a series of exciting events will mark the anniversary of our amazing school. Students and parents/carers of Latymerians will be invited to join us to celebrate our wonderful school.



I am sure that you have a bright and happy future ahead of you at Latymer. Enjoy your summer holidays. We look forward to seeing you in September and getting to know each of you personally.

Kind regards,

**Ms Cobbett, Headteacher**

# Our values and ethos

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**Our aim is to provide a first class, liberal education where students achieve their full potential and show consideration for others.**

**The Latymer School produces young people who are confident in their abilities, and considerate in their attitudes.**

## **Confident**

As a result of exceptional teaching designed to stretch and champion our students' knowledge, Latymerians are confident in their own capabilities and attack challenges with vigour and conviction.

- We help students develop lively enquiring minds, apply themselves to tasks, and acquire practical skills and knowledge that are valued both for their own sake and for the broader good of society.
- We help students develop the ambition and self-esteem necessary to realise their full potential.
- We provide a wide range of valuable opportunities and experiences for all students.
- We ensure that school life is valued for itself as well as a preparation for adulthood and employment.

## **Considerate**

As considerate members of the community, Latymerians are aware of their responsibilities to wider society and continually seek to behave in a way that improves and enriches the experiences of others.

- We encourage students to contribute to the common good, both now and in the future.
- We promote open-mindedness by assisting students to develop an understanding of and respect for the beliefs and values of others.
- We encourage students to be aware and understand their own feelings and those of others.
- We help students understand the interdependence of individuals, communities and nations throughout the world and their responsibility to one another.
- We help students understand the consequences of their actions and those of others for the environment.
- We develop a respect for the principles of democracy, justice, and individual liberty and expression.



## Equalities, diversity and inclusion

Our key purpose is to make the school an inclusive and safe environment for all young people regardless of their background and identity, and to ensure good support is available if they experience harm.

In 2021, following work with students arising from the Black Lives Matter and Everyone's Invited movements, we audited our community and produced the **Latymer Equalities Action Plan** (LEAP). From September 2023, the project will be led by Ms Cornejo-Gutierrez, Assistant Headteacher - Behaviour, Attendance and Enrichment. The LEAP project focusses on the characteristics protected by the Equalities Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation) but may also reveal other issues outside of this remit.

To truly be inclusive and celebrate diversity, the Latymer School and its members commit to these principles going forward:

- We will continue to engage with and empower students when making decisions about equality, diversity and inclusion.
- This work will be ongoing and become part of the normal culture and environment of our school, not seen as something separate to daily life at the school.
- Inclusion measures will be a mixture of individual 'headline' events and longer-term holistic change.

The senior leadership team works with a number of student-led groups in the school to promote equality, including the Anti-Racist Committee, the LGBTQ+ group and the Feminist Society. Amongst other activities within our community, these groups run themed assemblies, such as Black History Month and Holocaust Memorial Day.



# The Latymer code of conduct

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**To help you settle in quickly at Latymer we believe that it is important for you to understand what is expected of all students. The Latymer Code of Conduct is based on the aims of our school, stated in the previous section.**

**The guidelines below will help you make your transition to secondary school. You will also be asked to sign our 'Acceptable use of technology' agreement at the start of the school year.**

## **Around school I will:**

- Treat and respect each other as I would like to be treated and respected.
- Not insult or provoke others or enter into verbal or physical conflict.
- Take pride in how I look and adhere to the school uniform policy.
- Look after the school buildings and its equipment/resources.
- Eat and drink in areas set aside for this.
- Not use chewing or bubble gum.
- Look after the school environment both inside and outside by not creating litter.
- Be courteous towards others and aware of all users of the school when moving around.

## **In class I will:**

- Allow both the teacher to teach and other students to learn.
- Listen to the teacher whilst instructions are being given.
- Listen to others when it is their turn to speak.
- Not use terms of abuse, disrespect, or rude language.
- Not insult or deliberately provoke others.

## **I am expected to:**

- Come to class on time and notify my teacher in advance of any reason why I need to arrive late or leave early.
- Be suitably dressed according to the agreed school uniform policy.
- Enter classrooms in a respectful and orderly way, prepare for the lesson and wait in an appropriate manner for the teacher to arrive/lesson to start.
- Avoid the unnecessary distraction of other students or teachers.
- Be organised by having the correct equipment for each lesson and to have collected all books from my locker at registration, break and at the beginning and end of lunch time and not between lessons.
- Complete all homework/preparation work fully and on time.
- Be a good ambassador for the school whilst travelling to and from, and whilst in the surrounding area of the school premise.
- Treat staff and peers with respect at all times.

**Everyone has the right to learn but no-one has the right to stop others from learning.**



# Homework

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Many of you will be used to doing homework at primary school and this will continue at Latymer. Homework is an important part of school life, as it will support the work you are doing in class as well as helping you develop your research skills. Completing homework will encourage you to work independently, which will be very important when you are taking GCSEs and A Levels.

As well as a timetable for the lessons during the day, you will also be given a timetable for your homework. Each evening you may have two or three pieces of work from different subjects. Each piece of work should take between 20-30 minutes, depending on the subject. When the teacher sets your homework, you should write it down in your student planner. The teacher will tell you when the work is due to be handed in, and it is really important that you meet this deadline. If, for some reason, you are unable to meet a deadline you must let your teacher know.

At the end of the day, pack your bag carefully. Check in your planner what homework you have, for which lessons, so that you can take the books you need to do your homework home. Get into the routine of doing your homework in a quiet place and at a specific time each day. For example, you could complete your homework before dinner, or between 6pm and 7pm. After homework has been set, do your homework as soon as possible, so that you do not forget and homework tasks do not build up.

When you have finished, pack your homework in your school bag to take the next day. Your teacher will expect you to have it in school for the appropriate lesson.

You will be expected to get your student planner checked and signed by your parent/carer each weekend. Your form tutor will check and sign your planner once a week as well.

# The school day for Year 7 students

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Timings	Activity	Notes
8.35-8.50	Registration	You should be in your form room by 8.35am. If you arrive after the 8.40am bell, you are late.
8.50-9.30	Lesson 1	On Thursdays P1 is an Assembly, on Tuesday Week 2 P1 is Form Time/Year Assembly.
9.30-10.10	Lesson 2	
10.10-10.50	Lesson 3	
10.50-11.05	Morning break	A bell will sound at 11.05 to indicate that lessons will start again in 5 minutes. Use this time to collect your books and get to your next lesson in good time.
11.10-11.50	Lesson 4	
11.50-12.30	Lesson 5	
12.30-13.10	Lunch break (Key Stage 3)	This is period 6.
13.10-13.50	Lesson 7	
13.50-14.30	Lesson 8	On Fridays, Year 7 students finish at 14.30.
14.30-15.10	Lesson 9	On Tuesday of Week 1, school ends at 14.30 for students in Years 7-9.

# Finding your way around school

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You might find the idea of finding your way around a new school, which is very large, a little intimidating. But do not worry, there are lots of members of staff and other students who will be willing to help you. Within a week or so the buildings will become more familiar.

Although Year 7 pupils will normally spend their lunchtimes outside the main building (unless it is raining or very cold), you will be allowed to stay inside the building during the first week. We hope that this will give you the opportunity to explore the school and get used to navigating the corridors. You will also be provided with a map of the school on your first day.

The school has a two-way system. All students should walk on the left-hand side of corridors. Students should not walk more than two side-by-side.

Every classroom also has a blue sign with the room number written on it on the wall outside. If you are ever in doubt, ask a teacher or another pupil and they will help you.

# Accessing school

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You will be given a personalised card, which you will scan to open the external doors. This is the same card that you will use to buy your lunch and to use the library photocopier.

You will need to scan your card as you enter and exit the building in the morning and after school. You will need to do this even if you are entering as part of a large group of students and the doors are already open. You should not leave the door open and you should not open the door to anyone you do not know.



# Catering at Latymer

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We look forward to welcoming you to the Catering Department at Latymer and hope that you will enjoy some of the tasty and nutritious meals on offer. Many students choose to buy meals at Latymer, but you may prefer to bring your own packed lunch.

If you decide to purchase your lunch at Latymer, you will be able to choose between a meat and vegetarian option, and a hot or cold dessert. We only use Halal chicken. You can also buy meat and vegetarian pasta dishes, provided by Pasta King. Pasta dishes are available to takeaway, providing a versatile eating option for students who may have other commitments at lunchtime.

Alongside these dishes you will find jacket potatoes, with one hot and two cold fillings, each served with free side salad. All main meals are accompanied by a choice of steamed vegetables, rice, potatoes, pasta, salad, or noodles where appropriate. We operate a three-weekly seasonal menu on rotation.

On Fridays you will be able to look forward to a treat, as it is the one day of the week when students can purchase healthy chips and fried food, often fish and chips. You will be able to purchase healthy items, such as fruit bars or packets of fresh fruit, smoothies and fruit-based drinks, daily.

Our breakfast service is available between 8.00 – 8.30am in the Dining Hall. You can enjoy a variety of cereals, bacon rolls, fresh fruits and fruit juices. At morning break we also serve freshly baked pizza, with a range of different toppings, in the Dining Hall. We have two hot food queues at lunch.

In the Small Hall, students can buy sandwiches, wraps and bagels, as well as yogurts, fruit salads and pasta pots. Water and limited drinks are available, and our meal deal offer also includes a flapjack or muffin.



## Note for parents/carers

If your child has any dietary requirements caused by a specific medical condition, please inform the School Office as soon as possible and we will try our best to cater for your child's needs within the constraints of our catering resources. Do not hesitate to contact the school if you require any further information.

**We would ask parents to set up their child's catering account ready for September. It is really easy to do through our online ParentPay system.**

# Sample menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week Commencing 10/07/23					
Opt 1	Cottage Pie & Salad	Jalfrezi Chicken & Rice(H,GF)	Pasta Al Forno & Salad (B)	Tandoori Chicken & Rice(H,GF)	Breaded Cod, Sausage Roll
Vegetarian Option	Aloo Gobi, Rice & Naan Bread	Aloo Gobi, Rice & Naan Bread	Shepherdess Pie & Salad	Ravioli In Tomato Sauce & Garlic Bread	Quorn Dippers(V)
Pasta King	Fire Cracker Chicken(H,GF)	BBQ Chicken Torino	Chicken Makhani(H,GF)	Smoky Pepperoni(GF)	Chips/Peas/Salad
Pasta King Veg	Mediterranean Pizza(GF,V)*	Basilico(H,V,GF)*	Tomato & Mascarpone(GF)*	BBQ Quorn	Pomodoro(V,GF,H)*
Jacket Potatoes	Cheese/Tuna & Sweetcorn/Coleslaw & Baked Beans(V)				
Dessert	Eve's Pudding & Cream	Jam Sponge & Custard	Cornflake Tart & Custard	Iced Finger Roll	Bakewell Tart
Week Commencing 17/07/23					
Opt 1	Sweet N Sour Chicken Hong Kong Style & Noodles	Mince Beef & Onion Pie with Roast Potatoes	Paprika Pork & Wedges	Homemade Breaded Chicken & Rice(H)	Breaded Cod,Jumbo Hot Dog
Vegetarian Option	Katsu Quorn Curry & Rice	Sweet Potato & Spinach Curry & Rice(V,GF)	Cauliflower Cheese Bake & Salad(V,GF)	Quorn Cobbler & Wedges	Vegetable Spring Roll
Pasta King	Fire Cracker Chicken(H)	BBQ Sausage	BBQ Chicken Torino	Cheeseburger	Chips/Peas/Salad
Pasta King Veg	Basilico(H,V,GF)*	Pomodoro(V,GF,H)	Vegetable Bolognese(V,H)	Zingy Peppers(V,GF),	Arrabiata(V,GF,H)
Jacket Potatoes	Cheese/Tuna & Sweetcorn/Coleslaw & Baked Beans(V)				
Dessert	Apple Pie & Custard	Apple Pie & Custard	Banana Cake & Custard	Arctic Roll	Jam Doughnut
KEY					
V	Vegan				
GF	Gluten Free (*Sauce Only)				
B	Beef				
H	Halal				

# Mobile phones

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You will be asked not to use your mobile phone, MP3 player, other electronic devices, and headphones in the school grounds or buildings, unless you are given permission by a member of staff to do so.

At the Latymer School, we enjoy using technology in our lessons, as we understand that it often makes learning more engaging for students. In some circumstances, electronic devices may be used for educational purposes. In this case, a member of staff will give you permission to use your device in school, whether that be a mobile phone, headphones, or other technology.

You will be expected to switch off your mobile phone (as opposed to being in 'silent' or 'vibrate' mode) as soon as you enter the school gates. You will be able to keep your mobile phone safe in your bag or locker.

If you need to check your mobile phone for messages or communication from your parents, you can do this before 8.25am in the Small Hall or in the playground, and in any area of the school grounds (with the exception of classrooms) at the end of the school day. Mobile phones cannot be used for any other purpose at any time on the school grounds, unless you are given permission by a member of staff.

It is your responsibility, not the school's, if your mobile phone becomes lost or damaged. We would advise you not to bring electronic devices into school, but we appreciate that you may wish to bring a mobile phone to communicate with your parents on the journey to and from school.

If you need to contact your parents/carers in an emergency, you can go to your Head of Learning's office or the main school office during break, lunchtime or after school, where they will use the school phone to call home. If you misuse your mobile phone during school it will result in a detention.

## Note for parents/carers

If a parent/carer needs to contact their child, they can either phone the School Office (020 8807 4037) or email [office@latymer.co.uk](mailto:office@latymer.co.uk). The message will be passed on.



# Top tips for personal safety when travelling to school

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- Statistically the most dangerous aspect of travelling to school is crossing the road, so please be vigilant! This is especially valid during the winter, when it is dark travelling to and from school.
- Advice from the Metropolitan Police states that 'street crime is often opportunistic'. Therefore, making yourself less of a target, moving with purpose and being aware of your surroundings can go a long way to keeping safe whilst travelling to and from school.
- Pupils should ideally travel home in pairs or small groups.
- If you are travelling home on your own after school due to having attended an extra-curricular club/after school detention, or having been asked to be in school for period 9 on a Tuesday Week 1, please make sure you have discussed your plan for getting home with your parents.
- When you are walking alone try to stick to busy streets and avoid quiet shortcuts (students should not cut through Church Street Recreation Ground or take the short cut through the grounds of All Saints Church, Edmonton).
- When travelling on public transport or walking to school, keep your phone or devices, including headphones, out of sight.
- Don't forget that using a mobile phone, whether making a call or texting or listening to loud music, affect your awareness of your surroundings.
- Check service times for trains and buses before leaving to avoid waiting at bus stops/in train stations for long periods.
- If travelling by bus sit close to the driver where possible or in view of any CCTV cameras.
- Avoid sitting upstairs on a bus if you are by yourself.



# Reading & the library

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You will be expected to always have a reading book with you and you will have reading time during registration. You will also have dedicated reading lessons in the library and will be encouraged to read widely and enthusiastically.

The library is a quiet space at the heart of your busy school day. It has a wide range of fiction books with genres that may include your favourite reads and many new ones to discover. If you are unsure which book to choose, the librarians will help you. You will also be able to borrow e-books and audio books ranging from popular teenage fiction to classics. The library also has non-fiction books including some to help you with your homework and others to read for pleasure including books on sport, cookery and biographies.

You can visit the library to do your homework, browse books, relax on a beanbag and read, or do some colouring. You could also join a book club or participate in a range of seasonal activities throughout the year. The library organises visits and workshops from authors and poets.

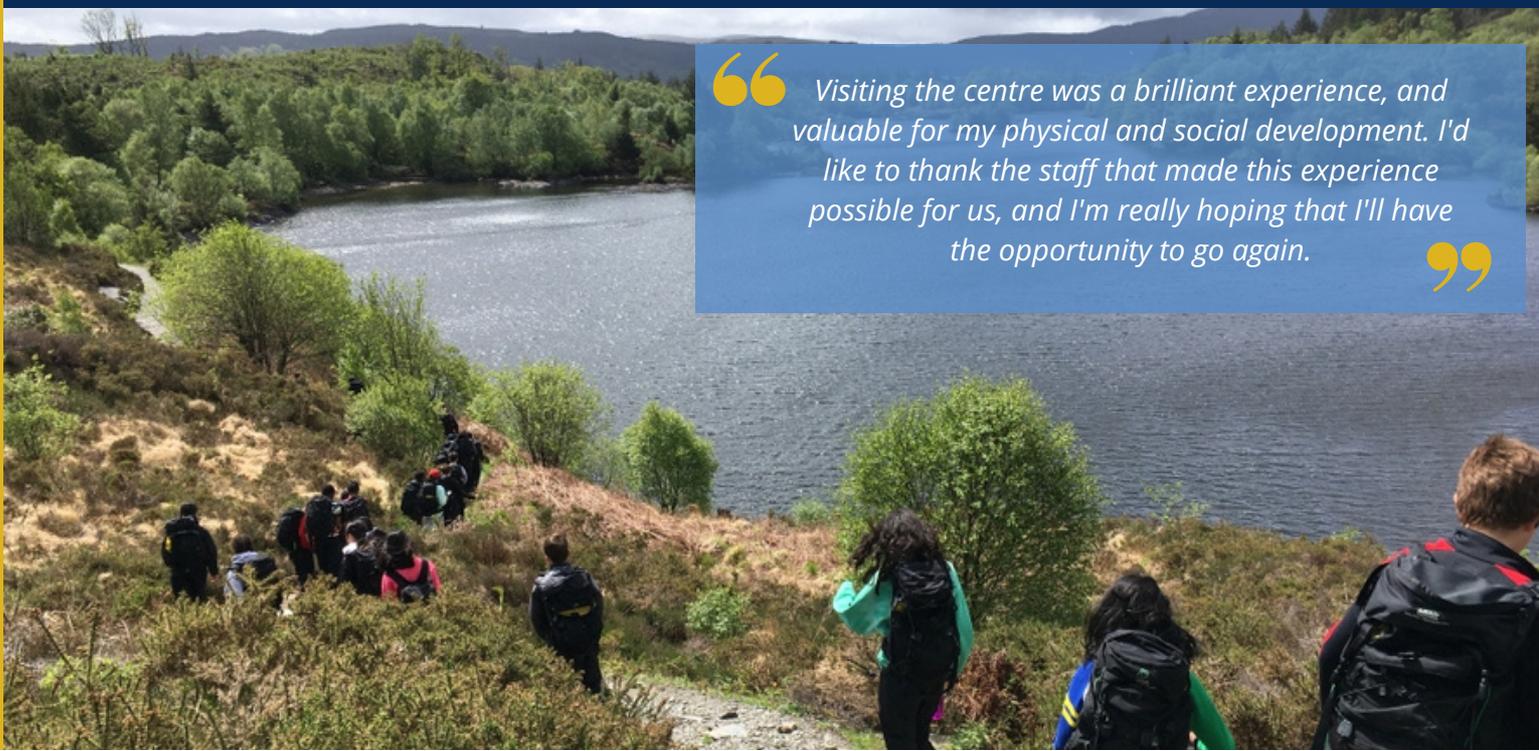
The library is situated by the Small Hall and is open throughout the school day. You can visit before school, during breaktimes and lunchtimes, and after school.

# Ysgol Latymer

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Situated in the old mining village of Cwm Penmachno in the Snowdonia National Park, the Ysgol Latymer centre is used for a variety of fun, educational activities. You will visit the centre at the end of Year 7 and make some valuable memories with other students in your form group. The centre is also at the heart of our Personal Development and Citizenship curriculum.

You will be given more information about the trip to Cwm during your first term. An assembly will be organised for you to see pictures and listen to older students talk about the activities you will do and their experiences of Snowdonia.



“ Visiting the centre was a brilliant experience, and valuable for my physical and social development. I'd like to thank the staff that made this experience possible for us, and I'm really hoping that I'll have the opportunity to go again. ”

# What should I do if ...

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## **I forget which lesson I should be in?**

Take a look at your timetable. If you have not got your timetable with you, speak with someone in your form group or go to the School Office and they will help you find where you should be.

## **I feel ill in class?**

Tell your teacher and they will ask another pupil to go with you to the Medical Room if necessary. The Welfare Officer will assess you and contact your parents or a family member if necessary. There is no need to ask your parents to come and collect you; the Welfare Officer will do this for you.

## **I lose my property?**

Make sure your parents put your name on all of your property. This includes uniform, PE kit, musical instruments, pencil and glasses case, and bag.

If you lose anything, check your bag and your locker first. Check in the Medical Room to see if it has been handed in there. You can also check with the School Office to see if anything has been handed in.

## **I forgot my packed lunch?**

You will be able to use the phone in the Medical Room to call home and ask someone to bring your lunch to the School Office for you to collect at lunch time. If it is not possible for a family member to bring your lunch, go to the Finance Office, where staff will arrange for you to have a school lunch and payment can be made the next day.

## **I lose my lunch card?**

Go to the Finance Office as soon as you realise you have lost your card. They will give you a temporary card and cancel your lost one. The cost of a replacement card will be charged to your account.

## **I forget something I need for a lesson?**

If you forget something you need for a particular lesson, for example PE kit or an instrument, you can call a family member from the Medical Room and ask them to bring it to the School Office for you to collect. Make sure that your name and form group is marked clearly.

## **I am worried or being bullied?**

You can talk to your form tutor or Head of Learning or any member of staff. Alternatively, you can leave a message using the Whisper system and the message will go to you Head of Learning. See your student planner for more details.

# What should I do if ...

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## **I am late for school and miss registration?**

Enter school at the main reception and sign in using the touch screen. You can then go straight to your lesson.

## **I cannot do my homework?**

You should first ask your parents or a family member if they can help you or look on the internet. If you still cannot do your homework you should contact a friend from your class. If you are still unsure see your subject teacher before school the next morning to ask for help. Bring a note from home to explain the situation.

## **I forget to bring my homework?**

Go to see your subject teacher first thing in the morning before registration to apologise. Do not wait until the lesson. Make sure that you bring it the next day.

## **I have a medical appointment?**

Your parents should let school know about your appointment a few days beforehand, by sending a letter or an email to the attendance office ([attendance@latymer.co.uk](mailto:attendance@latymer.co.uk)). They should include details of what time you will be leaving and arriving back at school.

On the day of your appointment bring a letter or an appointment card to show your Form Tutor in the morning. You will then need to show your subject teacher the letter when you need to leave. Before leaving, go to the Medical Room and the Welfare Officer will sign you out. You will also need to sign out on the touch screen which is in reception area.

If you are returning to school later in the day, sign back in using the touch screen in the reception area. This way we will know when you are in school.

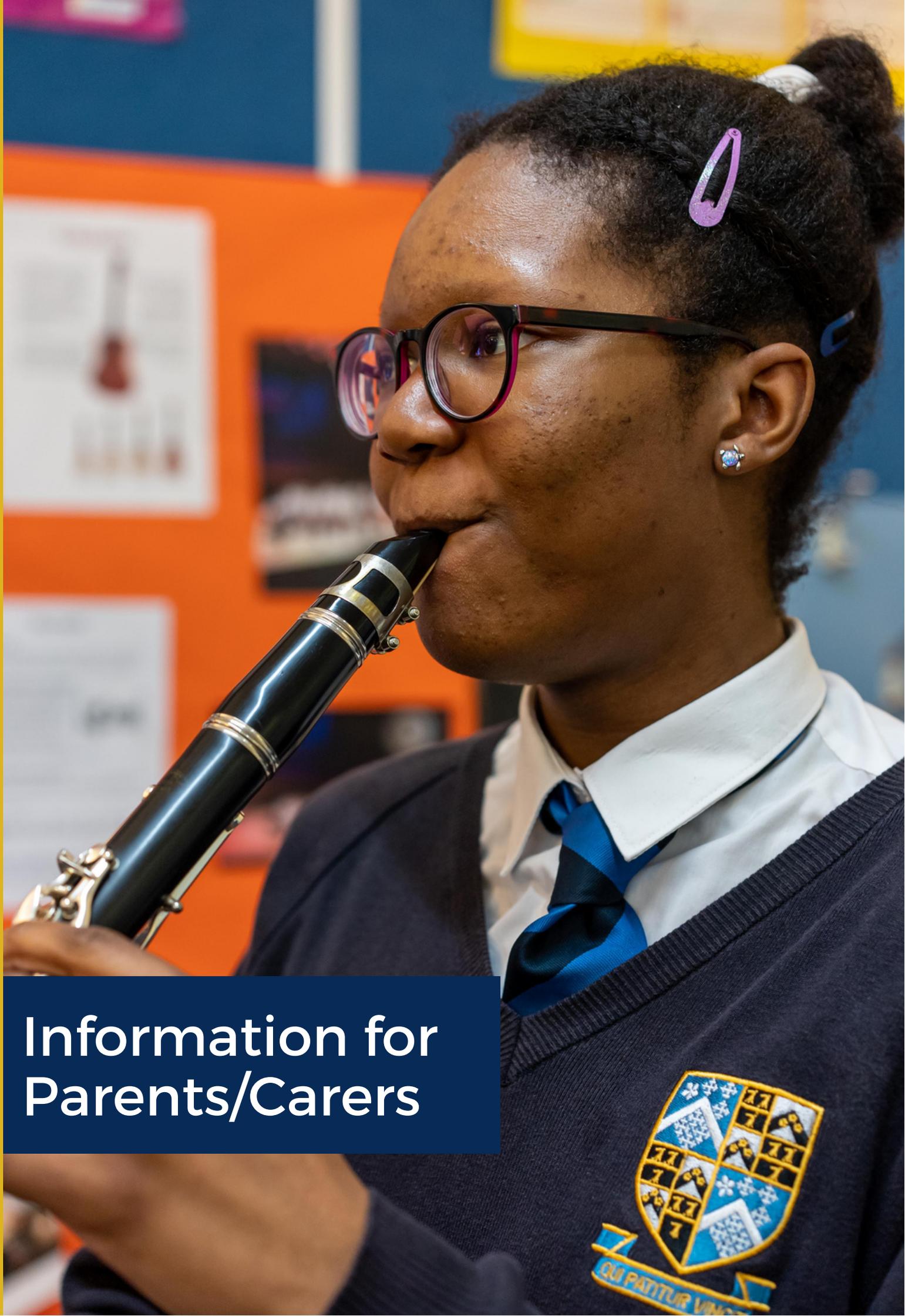
## **I need to contact my parents?**

You can use the telephone in the Medical Room between 8:25am and 3.30pm.

In a real emergency the School Office can contact your parents for you. They should have your parents' phone number if you do not know it.

## **I lose my Oyster Card?**

Firstly, you should check with the School Office and Medical Room to see if your Oyster Card has been handed in. If your card has been lost you may not be able to travel, as cash fares are no longer permitted. You should go to the School Office, where they will help you.



# Information for Parents/Carers



# Organisation and curriculum

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In Year 7, students are split between six house groups, which remain unchanged through Years 7 to 11. The students are taught most subjects in these groups.

The six houses are:

Ashworth

Dolbe

Keats

Lamb

Latymer

Wyatt

The curriculum subjects are:

Religious Education

Mathematics

English

Music

Science

One foreign language

Art

Drama

History

Physical Education

Geography

Personal Development  
& Citizenship

Technology

Computing

## Physical education

Physical Education is compulsory for all students unless a medical certificate requesting exemption is sent to the Head of PE. Pupils wishing to shower after PE are asked to bring a towel. It is essential for hygienic reasons that students have a complete change of clothing for PE. When a student is unfit for PE a note explaining the situation should be given to the PE Teacher.

## Modern foreign languages

In Year 7 three house groups start learning French, the other three start learning German as their first foreign language. All students will have the opportunity to start learning a second foreign language in Year 8 when French, German, Russian and Latin are offered.

## Homework

Homework will be set on five nights every week, totalling approximately one hour each night. Every pupil will be given a homework timetable and planner. Parents/carers are asked to support their child by ensuring that homework is completed to a high standard and that suitable routines for this are established.

You are encouraged to support your child in the use of their homework planner, which will enable you to see what homework has been set. Recreational and social engagements are not accepted as an excuse for the neglect of homework. Parents/carers are asked to sign the planner weekly during Years 7 – 11.

## Latymer School Outdoor Pursuits Centre – Cwm Penmachno

Visits to Cwm Penmachno are arranged for Year 7 during the Summer Term. In constructing the timetable for visits to Cwm Penmachno a very large number of factors have to be taken into account, including the availability of staff for these visits, many of which include part of weekends. Within the constraints of what is possible the school is anxious to avoid situations in which our students are torn between their religious observances and their desire to go to Cwm with their form.

In order that we can make every effort to avoid such conflicts we would be grateful if any parents would inform us of any dates in May, June or July when, because of religious festivals, there would be a serious difficulty which would be likely to make impossible for their child to go on a school visit to Cwm Penmachno. We must stress that, whilst every effort will be made to avoid conflicts of this kind, the arrangements of dates are a complex matter and we would therefore ask parents to ensure that only really serious potential conflicts are brought to our attention.

## Assemblies

During your child's time at Latymer they will be asked to attend assemblies on topics such as Personal Development and Citizenship. The assemblies are age appropriate but if you have any concerns please address these via email to [office@latymer.co.uk](mailto:office@latymer.co.uk).



# School uniform: Years 7 - 11

<b>Blazer</b>	Optional. If worn, must be plain navy with the school badge.
<b>Shoes</b>	Plain black leather or imitation leather, low-heeled school shoes. Except for the underneath of the sole all parts of the shoe/boot must be entirely black and have a maximum heel height of 3cm. Steel-tipped or narrow heels are not allowed as these damage the wooden floors. Canvas shoes, plimsolls, trainer like shoes (flat soled), ankle boots, heavy working or walking boots or high-heeled shoes (maximum heel height of 3cm) are not permitted.
<b>Tights</b>	Navy or black, plain, single colour tights may be worn all-year-round. Decorative ankle socks are not to be worn on top of other socks or tights.
<b>Socks</b>	Knee-high socks: navy, or black (plain). Ankle socks: Navy, grey or black (plain). Socks are not permitted to be worn above the knee and are not permitted to be worn over tights.
<b>Skirt</b>	A plain navy, pleat style skirt worn at a sensible length which reflects the working environment. A skirt with a 24 or 26 inch waist should have a minimum skirt length of 20 inches and a skirt with a 28 inch waist or more should have a minimum skirt length of 22 inches. Short skirts are not allowed. If the school feels a skirt is not an appropriate length, parents will be contacted and asked to replace with longer skirt or school trousers. Please allow for potential growth when purchasing these items.
<b>Trousers</b>	Plain charcoal grey 'Classic' style as available at school outfitters. Plain navy (full length, straight cut), available from Lyons and Smiths may be worn all-year-round. Other styles (skinny/drainpipe) are not permitted.
<b>Belt</b>	These should be black. No coloured belts allowed.
<b>Shirt</b>	Plain white school shirt with regular collar. Long or short sleeves are permitted. The shirt should be worn tucked in. Shirts with long sleeves should not be rolled up (short sleeve shirts are permitted). Shirts should be tucked in throughout the school day and on the way to and from school.
<b>Tie</b>	Latymer striped tie knotted up to the neck. The tie knot should cover the top button of the shirt.
<b>Jumper</b>	Plain navy, V-neck jumper with the school badge. No other jumper, hoodie or sweatshirt is permitted.
<b>Hair</b>	No extreme styles (consult with your child's Head of Learning for clarification). Dyeing hair to unnatural colours (pink/green/blue etc) is not acceptable in Years 7-11. The school have adopted The Halo Code. Ribbons/Slides: navy or black; metal slides are allowed.
<b>Jewellery</b>	Students with pierced ears are permitted to wear one small stud in the lower lobe of each ear (gold or silver). No other jewellery (facial or decorative) is allowed in Years 7 - 11.
<b>Make-up</b>	Subtle make-up (minimal). Coloured nail varnish is not permitted.
<b>Headscarves</b>	These are allowed for religious reasons but should be blue or black. Ties worn underneath.
<b>Laboratory overall</b>	Navy blue (must be button through).
<b>Outdoor uniform</b>	
<b>Footwear</b>	The uniform shoes should be worn on the way to and from school. Trainers must not be worn on the journey to and from school.
<b>Coats</b>	There is no restriction on the outdoor coat. We advise against the wearing of expensive coats. Coats must not be worn or carried around school but should be stored either in lockers or in bags. Hoodies, sweatshirts and jumpers (with the exception of the plain navy, V-neck jumper or the school jumper) should not be worn in place of a coat and as such are not allowed to be worn on the school premises during the school day.

# PE Kit: Years 7 - 11

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## **Sky Blue/Navy Polo Top**

This will include a Latymer Badge and student name as compulsory.



## **Black shorts/skort (no logo or name)**

Pupils must buy either shorts/skort, but school policy will allow for plain black shorts/skort with one simple brand logo on (no stripes or patterns etc).



## **Black/white training pants/trousers (no logo or name)**

### **Black/white training top (new item to replace hooded top)**

This will include a Latymer Badge and student name as compulsory.



- Black football boots (must be majority black with only a small amount of colour on).
- Blue long striped socks.
- White sports socks to cover the ankle and provide additional support when taking part in physical activity. These are sometimes referred to as crew socks.
- White trainers (must be white in colour only).
- Shin pads.
- Gum shield.
- Black leggings (no logo or name) - school policy will allow for plain black version with one simple brand logo on (no stripes or patterns etc.). Leggings are to be worn underneath black shorts and not as an item on their own. Pupils wishing to wear leggings will also need a pair of black shorts for participating in sport.
- Black base layer (no logo or name) - school policy will allow for plain black version with one simple brand logo on chest.

All of the above items can be purchased from the school outfitters mentioned below:

Smiths Schoolwear

155-157 Lancaster Road, Enfield, EN2 0JN or 25 Station Parade, Cockfosters, EN4 0DW

0208 363 2424; [sales@smithsschoolwear.co.uk](mailto:sales@smithsschoolwear.co.uk)

[www.smithsschoolwear.co.uk](http://www.smithsschoolwear.co.uk)

# Attendance

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**Students are expected to attend school at all times unless prevented from doing so because of illness or other unforeseeable circumstances. To report a student absence please email [attendance@latymer.co.uk](mailto:attendance@latymer.co.uk). Parents/carers are asked not to take holidays during school term time, as all unnecessary absences affect a child's progress.**

If parents/carers do wish to request leave of absence for any reason known in advance, they should do so as soon as possible, and always two weeks beforehand. Leave of absence requests should be emailed to [attendance@latymer.co.uk](mailto:attendance@latymer.co.uk), addressed to Mr Pashley, Assistant Headteacher, Care, Guidance and Support.

If a student fails to attend school on the first day of term, we will assume that the child has withdrawn from the school and the place will be offered to the next child on the waiting list, unless written permission for an absence has been granted in advance by the school.

## **Illness**

If your child cannot attend school due to illness or other circumstances, please call our Attendance Officer before 8.30am on the morning of the absence. If the absence goes beyond five days, written evidence will be required. This can be in the form of a letter or note from your GP, an appointment card, or the white part of a prescription. A letter should also be sent on your child's return, stating the reason for the absence. Absences which may be long term should be notified as a matter of urgency and supported where possible with a medical note or letter.

If your child becomes ill at school, they must go to the Welfare Officer who will monitor their condition and call you if there is a need for your child to be sent home. Students must not make private arrangements with parents to leave school.

## **Appointments**

If your child has a medical appointment, or any other reason not to be in school, you should notify the Attendance Officer at least one day in advance of the appointment. On the day of the appointment your child should bring a note or appointment card to school and sign out with the Welfare Officer in the Medical Room, and using the touch screen system in the reception area.

## **Infectious/contagious diseases**

If your child is suffering from, or has been in contact with, an infectious or contagious disease during the last week of the school holidays, they should not come to school without a medical certificate.

If, for this or any other reason, your child will not be attending on the first day of term, please email [attendance@latymer.co.uk](mailto:attendance@latymer.co.uk) to notify us before the start of the new academic year.

## **Religious festivals**

If your child is likely to be observing the fast during the month of Ramadan, please let us know. We can then support your child at this important time.

# Pastoral care & safeguarding

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**One of the most important aspects of our work is pastoral care and safeguarding. We work closely with children and families, together with statutory agencies, to keep our students as safe as we possibly can.**

We are committed to providing a secure environment where children can learn, play, develop and achieve. The school has a culture of openness and all students, staff and visitors are encouraged to speak up if they have any concerns regarding safeguarding.

Our pastoral care focuses on the whole student, aiming to develop the personal, social and academic. We prepare our students for the future, supporting them to achieve their full potential within a safe and supportive environment.

We recognise that, on their journey towards academic excellence each student will face individual challenges and pressures. The Latymer School is committed to maintaining positive emotional wellbeing for both students and staff, ensuring that all members of the community feel happy, secure and able to thrive during their time at the school. To do this, we promote a culture where all members of our community feel they are valued and able to share their concerns.

The school ensures that all staff are sensitive to issues of race, culture, gender, disability and diversity. All staff, including teaching and non-teaching staff, temporary and supply staff, clerical and domestic staff, volunteers and staff working on site employed by other services and agencies, and those working with children and families in the community, have a moral and statutory responsibility to safeguard and promote the welfare of children.

Our staff code of conduct makes it clear that we expect the highest standards of care and support for all students. We are alert to signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Staff receive regular safeguarding training and are aware of the procedures for passing on concerns within the school. The Child Protection Team comprises experienced senior staff, trained to an advanced level in safeguarding.

## **Key safeguarding contact**

Mr Pashley - Senior Assistant Headteacher (Care, Guidance and Support) & Designated Safeguard Lead: [pas@latymer.co.uk](mailto:pas@latymer.co.uk); 0208 807 4037

## **WHISPER APP**

All students are encouraged to speak to staff or peers if they have concerns, but in cases where an individual does not feel confident in doing so, the school's Whisper App allows them to anonymously report inappropriate behaviour. Using any school computer or laptop, students are able to access the app, submit their concern, and receive advice from a member of staff through the chat function. Since its launch, the Whisper App has been well received by students and has been successfully used on a few occasions to highlight issues.

# Finance

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**As well as school correspondence becoming paperless, we also ask parents to use our ParentPay payment system for financial transactions, as we do not want students to carry large amounts of cash to school. Full details explaining how to use the ParentPay system will be shared with you before the start of the new academic year, together with personal passwords to access the school parents' page.**

## **Catering cards and lockers**

All students are provided with a catering/ security card, as well as their own locker and key. Parents/carers will need to make a payment of £12 before the card and locker key are issued. If lost, a replacement card, card holder and lanyard cost £6. Replacement lunch cards cost £3. Again, payments for cards can be made using the ParentPay system. We ask parents not to have copies made of locker keys, as they lack the engraved locker number necessary to re-issue keys.

During Sport/PE lessons, students should store valuables, including mobile phones, watches and wallets, in their locker. Valuables should not be left in bags in the changing rooms. Small lockers are also available in the changing rooms but students will require a small padlock to use these. The School cannot be held responsible for items that go missing.

Basic text books and stationery are supplied free of charge. Pupils that lose or wilfully damage a school book will be required to pay for a replacement.

## **School meals**

Catering facilities are available at breakfast, break and lunch-times. Children from families receiving Income Support are entitled to free school meals; parents are encouraged to apply to their own local authority for Free School Meals (FSM), as both the child and school will benefit.

## **Financial assistance**

In most cases, in order to access financial assistance, a Receipt of Income Support/FSM is necessary, but other cases of severe financial hardship will also be considered. Applications should be made to the Director of Finance and Operations, Mrs Gunn ([gunm@latymer.co.uk](mailto:gunm@latymer.co.uk)).

## **Spirit of Edward Latymer Fund**

The school and the Latymer Foundation will try and support families who are in financial hardship, but not in receipt of free school meals. This support could include the provision of uniform, other school necessities and, in some instances, school day trips. Applications should be made to the Director of Finance and Operations, Mrs Gunn ([gunm@latymer.co.uk](mailto:gunm@latymer.co.uk)).



# General information

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## Staying after school

There are a large number of events taking place at the end of the school day, such as lectures, sports fixtures, concerts, etc. Arrangements for each event taking place outside of school hours will be confirmed by the lead member of staff. In any case, parents/carers are asked to ensure that students let them know, personally, that they will be home late. Due to lettings at the school, we do ask that students leave **no later than 4.45pm**.

## Parent/carer access to school

Parents/carers and visitors to the school must always report to the school's reception area and will be required to 'sign in' if they proceed beyond the reception area – a visitor's badge (and protocol for visitors to the school) will be issued and must be shown at all times. On departure, you must return to reception, 'sign out' and return your visitor's badge. Parents/carers cannot drive onto the school site during school hours.

For events outside of school hours (e.g. parents' evenings, concerts), parents/carers can access the school via the West Entrance at the rear of the school, where car parking will be available.

## School correspondence

Once students are on roll at Latymer, school reports and other correspondence will be available to parents/carers via an individual log in and password which will be supplied to you at a later date. We will alert you via InTouch email when there are items for you to view. It is important that you keep us updated with email addresses for both parents/carers so that you receive updates. Please see next page regarding Edulink.

## Term dates and events

All dates can be found on our [website](#):

- Term dates: see quick links at the bottom of the homepage
- Events: check the News Section > Events calendar

These dates include at least five non-teaching days for staff training. Students do not attend school on these five days. The dates of the remaining non-teaching days will be published in the school planner which will be given to your child on the first day of term.

**All school policies can be found on our [website](#).**



# EduLink One

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EduLink One is the system the school uses to capture personal information for our students. It also provides parents with access to school information, including school progress reports, a 'Noticeboard' for letters and communications and 'Links' to important websites such as Parentpay.

Initially, one parent will receive an email from us which will provide them with a username and password to access the system. Once you log on to EduLink, on the first page please select 'Update Information'.



Guidance notes will be provided with the login username and password on how to complete the information required. Once completed, a second username and password will be issued to the second parent.

It is very important that your child's medical and dietary needs are recorded on the system so that staff can be made aware of any issues concerning your child's wellbeing and care plans can be produced if required.

You will notice that we have pre-populated the parental consent boxes on your behalf, but it is your parental right to withdraw consent for any items if you wish to do so (instructions will be included with the guidance notes).

You are advised to keep your log on details secure for future access.

Parents will receive advanced notification, via email, when there are items for you to view on the EduLink system such as Progress Reports.

EduLink enables parents to update any new information (e.g. change to mobile numbers/email addresses) as and when is necessary. The school will also be able to monitor any changes being made to student accounts.

# Support us

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The Latymer School was founded in 1624 when Edward Latymer made a bequest to clothe and educate "eight poore boies of Edmonton". Since then, the Latymer Foundation has continued to support the school, thanks to the amazing support of parents, alumni and friends. This support will take on extra meaning when we celebrate our 400th anniversary next year!

Over the years, major capital projects have been funded, such as the construction of the Mills Building for Performing Arts, the Sports and Dining Hall Complex and the Seward Studio. In recent years, the **Standards Fund** has been helping bridge the budget deficit and ensure that the school can maintain the very best standards of education.

This fund enables us to develop and improve the school and ensure it stays among the very best in the country. **With your help we can continue to offer excellence to all our students - regardless of means or background.**

## Become one of the Latymer Champions and help all the pupils to thrive!

Each year we invite all families to consider joining our community of Latymer Champions so that we can continue to provide an excellent range of experiences and facilities within the school.



£15 per month for a year could provide 18 one-to-one sessions with a Foreign Language Assistant – a rare support to GCSE and A-level students that is not available in all schools.



£30 per month for a year could provide a textbook for each child in the English Department.



£50 per month for a year could help pay for the heating for two weeks.



£100 per month could go towards the costs of what makes our future scientists tick - chemicals, hearts and batteries at the ready!

Supporting the Foundation is about the spirit of participation and generosity - this is an excellent opportunity for you to get involved and support your school, at whatever level you can afford.

**Regular donations have the power to collectively make a huge difference!**

More information on how to join our community of supporters will be shared at the Welcome events in July. Otherwise you can set up a monthly standing order at any time, via online banking (please email [campaign@latymer.co.uk](mailto:campaign@latymer.co.uk) to let us know you have done so). Our bank details are:

Account name: The Latymer Foundation at Edmonton

Account number: 00006418

Sort code: 40-52-40

Reference: name of your child

If you would like to find out more or have any questions, please contact Ms Cami, Development & Alumni Relations Manager, at [campaign@latymer.co.uk](mailto:campaign@latymer.co.uk)

**Thank you so much in advance for your support!**

# A letter from Latymer Parents & Friends (LPF)

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It is one of my pleasures as Headteacher to be ex officio President of the marvellous organisation, the Parents and Friends of the Latymer School. As the Chair explains below, LPF organises events, provides a service to visitors and raises funds to an extraordinary degree. The invitation a few years ago to two Association representatives to a Buckingham Palace garden party to honour our long-established Parent Association was, in my opinion, well deserved. I commend the LPF to you.

**Ms Cobbett**  
**Headteacher**

One of the elements of a successful school is parental support and encouragement. At Latymer it is not just about supporting your own child or children but also helping to give added-value to the school experience for all students. This is where the LPF comes in. There are four main areas to LPF activities:

- A traditional PTA with a summer fayre, quiz, car boot sales etc., raising funds to buy educationally supporting items.
- Assisting a large, fully engaged school staff, with events such as music and drama evenings, also various parent evenings and the carol service.
- Holding pupil specific events such as the Junior Party and the Year 11 prom.
- A means for parents to interface socially.

The LPF is a registered charity and the efforts of many parents over the years have raised hundreds of thousands of pounds to add just a little more to the opportunities and experiences that Latymer can bring to all its students. From minibuses, through historical artefacts, to iPads, play scenery and goalposts and a complete spectrum in-between; all Latymer students benefit from our efforts. LPF is therefore a vital contributor to the school's educational offer.

As a Latymer parent you can do your part in supporting these efforts either in assisting with events or simply turning up and enjoying the show. All involvement will help ensure that there'll be a successful LPF supporting your children in their education and an organisation ready to pass on to future generations of parents wishing to support Latymer pupils. We also welcome innovative ideas to supplement our programme.

Help out, join in or simply enjoy.

**Chair, Latymer Parents & Friends**



# Frequently asked questions

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## The school day

### **When is my child's first day at school?**

The first day for Year 7 students will be Wednesday 6th September 2023.

### **What time does school start?**

We recommend that your child arrives at the school at 8.20am to have time to get organised and be in their form room no later than 8.35am.

### **What time does school finish?**

3.10pm, apart from Fridays and Week 1 Tuesdays when school finishes at 2.30pm.

### **How long is the lunch break?**

Year 7 lunch break is from 12.30pm to 13.10pm.

### **What is the earliest students can arrive?**

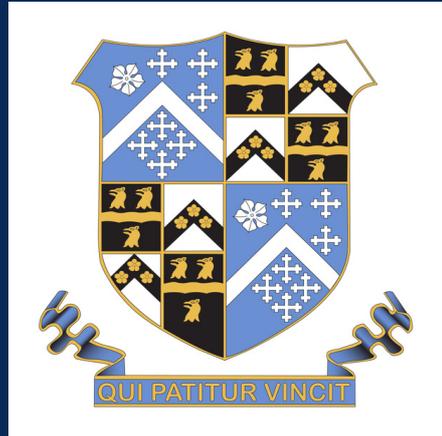
Unless a student is attending a pre-school extra-curricular club, students are permitted on the school grounds from 8am and can stay in school until 4.45pm.

### **Is it okay to be slightly late for the first few weeks at school?**

We make allowances for all our students in the first few weeks and will contact parents if we have any concerns. We would hope that, after the first week or two, students will adapt to the school and routines.

### **How many subjects are taught in Year 7?**

Your child will study English, Maths, Science, French or German, History, Geography, Technology, Arts, Music, Physical Education, Religious Education, Personal Development and Citizenship.



**The Latymer School**

**Haselbury Road, London N9 9TN**

**0208 807 4037**

**office@latymer.co.uk**

**www.latymer.co.uk**