



The Latymer School

Welcome booklet for students
September 2025

A letter to students

Dear Year 7 Student,

Welcome to the Latymer School! It is my pleasure to welcome you to our wonderful school and my hope is 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, but you will also be invited to enjoy a range of extra-curricular activities, from music and drama to competitive sport and a wide variety of student-led societies.

We have high expectations of everyone in the Latymer community. At Latymer we want you to be confident in your ability and considerate of others; these are our two key values. Being considerate and kind is very important as we want to make sure we create an inclusive and safe environment for all students regardless of their background. At Latymer we celebrate our similarities and our differences. We want everyone to feel valued, to be treated with respect and to know that we are all equally important at the school.

On that first exciting day when you join us in September, you will be greeted by your Head of Learning in the Great Hall and be directed 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 this day, you should arrive to school between 8.30am and 8.45am.

On the first day you will only need pens and pencils, a packed lunch if you have not already paid for a school lunch, and snacks to eat at break. We will give you a school planner and your timetable which will tell you all of the lessons you have each day. There will be lots to take in, but don't worry, you will be a Latymer pro before you know it!

Our school was founded in 1624 meaning we are over 400 years old. We are proud of our history and are excited that you are going to become a part of this, and perhaps more importantly part of our future. I feel privileged to work at Latymer and I hope you will feel privileged to be in our school too.



We look forward to seeing you in September and getting to know each of you personally.

I wish you a wonderful, relaxing summer holiday.

Mr Joseph Gilford, Headteacher

The Latymer code of conduct

To help you settle in quickly, it is important for you to understand what is expected of all students in secondary school. At the start of the school year, you will also be asked to sign our 'Acceptable use of technology' agreement.

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 premises.
- 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.

The school day for Year 7 students

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.



Homework

Homework is an important part of school life, as it supports the work you are doing in class and helps you develop research skills. Completing homework encourages you to work independently - a very important skill when you are taking GCSEs and A Levels.

Each evening you may have two or three pieces of work from different subjects. Each piece of work should take 20-30 minutes, depending on the subject.

When the teacher sets homework, 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 do so, 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 can take the books you need 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 it as soon as possible, so that you do not forget and 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.

Accessing school

You will be given a personalised card with a lanyard. You need to scan your card as you enter and exit the building in the morning and after school. You need to do this even if you are entering as part of a large group 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.

The same card is used for the photocopier.

Reading and the library

You are expected to always have a reading book with you and are encouraged to read widely and enthusiastically. There will be reading sessions during registration and in the library.

The library is a quiet space at the heart of your busy school day. It has a wide range of fiction books with many genres on offer. 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 to help you with your homework or to read for pleasure including books on sport, cookery and biographies.

We are currently going through an exciting extension of the current library so, from spring 2026, you will be able to access a fantastic, large new learning space!

Mobile phones

We do not let students use their phone, MP3 player, other electronic devices, and headphones in the school grounds or buildings, unless given permission by a staff member. If you misuse your mobile phone during school, it will result in it being confiscated and receiving a detention. At Latymer, we enjoy using technology, as 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.

You must switch off your mobile phone (as opposed to being in 'silent' or 'vibrate' mode) as soon as you enter the gates. You will be able to keep your mobile phone safe in your bag or locker. If you need to check for messages from your parents before or after school, you can do this in a designated part of the small hall, but nowhere else on the school grounds.

It is your responsibility if your mobile is lost or damaged. We advise you not to bring electronic devices into school, but we appreciate that you may wish to bring a mobile 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 breaks or after school, where they will call home.



Catering at Latymer

Many students choose to buy some of the tasty and nutritious meals on offer at Latymer, but you may prefer to bring your own packed lunch.

We operate a three-weekly menu on rotation. You can choose between a meat and vegetarian option (accompanied by a choice of vegetables, rice, potatoes, pasta, salad, or noodles where appropriate) and a dessert. We only use Halal chicken. You can also buy takeaway pasta dishes. You can also find jacket potatoes, served with free side salad, as well as fruit bars, fresh fruit, smoothies and fruit-based drinks.

Breakfast service is between 8 – 8.30am in the Dining Hall where you can enjoy a variety of things. At morning break, we also serve freshly baked pizza. In the Small Hall, students can buy sandwiches and wraps, 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.

Top tips for safety when travelling

- Please be vigilant when crossing the road!
- Pupils should ideally travel home in pairs or small groups.
- If you are travelling on your own after school (e.g. due to extra-curricular activities), make sure you have discussed your plan for getting home with your parents.
- When you are walking alone, stick to busy streets and avoid quiet shortcuts.
- Keep your phone or devices, including headphones, out of sight.
- If travelling by bus, sit close to the driver where possible or in view of any CCTV cameras.

What should I do if

I forget which lesson I should be in.

Take a look at your timetable. If not, 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, they will ask another pupil to go with you to the Medical Room if needed. The Welfare Officer will assess you and contact your family 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: uniform, PE kit, musical instruments, pencil and glasses case, and bag. If you lose anything, check your bag and your locker. Check in the Medical Room and the school office to see if it has been handed there.

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 forgot my packed lunch.

You can use the phone in the Medical Room to call home and ask someone to bring it to reception for you to collect at lunch. If it is not possible, 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. 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 forgot something I need for a lesson.

If you forget your PE kit or an instrument for instance, you can call a family member from the Medical Room and ask them to bring it to reception. Make sure that your name and form group are marked clearly.

I am worried or being bullied.

Talk to your form tutor, Head of Learning or any staff member. Or use the Whisper system (details in your student planner) to leave a message which goes to your Head of Learning.

I cannot do my homework.

First ask a family member if they can help you or look on the Internet. Then you could ask 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 forgot 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 us know beforehand, by emailing attendance@latymer.co.uk with details of what time you will be leaving/arriving back.

On the day, bring a letter or appointment card to show your form tutor in the morning. Before leaving, you need to show the letter to your subject teacher, then go to the Medical Room and the Welfare Officer will sign you out. You will also need to sign out on the touch screen at reception.

If you are returning to school later in the day, sign back on the touch screen at reception.

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.

I lose my Oyster Card.

Check lost items in the school office and Medical Room. Without your card, you may not be able to travel so go to the school office, where they will help you.

