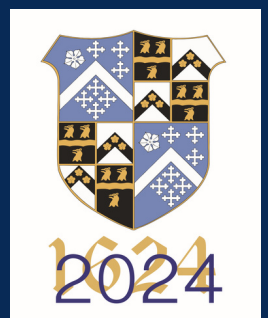




Junior Choir performing at the Royal Festival Hall, March 2024

The Latymer School

Welcome booklet for
parents/carers
September 2024



Organisation and curriculum

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:

Art

Music

Religious Education

Physical Education

Technology

Mathematics

Science

Drama

Geography

Computing

English

One foreign language

History

Personal Development
& Citizenship

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

- Set on five nights every week, totalling around one hour each night.
- Each pupil is given a homework timetable and planner. Please support your child in the use of their planner, which will enable you to see what homework has been set.
- Support your child by ensuring that homework is completed to a high standard and that suitable routines for this are established. Recreational and social engagements are not accepted as an excuse for the neglect of homework.
- You are asked to sign the planner weekly during Years 7 – 11.

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 email office@latymer.co.uk.



Latymer School Outdoor Pursuits Centre – Cwm Penmachno

Year 7 form groups visit Cwm Penmachno during the Summer Term. In timetabling these trips a large number of factors are taken into account (including availability of staff during weekends). Within the constraints of what is possible the school tries to avoid situations in which our students are torn between their religious observances and their desire to go to Cwm with their form.

We would be grateful if any parents would inform us of 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. 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 ask parents to ensure that only really serious potential conflicts are brought to our attention.



Pastoral care & safeguarding

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

We are committed to providing a secure environment where children can learn, play, develop and achieve. Our pastoral care focuses on the whole student (i.e. personal, social & academic elements). We prepare our students for the future, supporting them to achieve their full potential within a safe and supportive environment.

On this journey, each student will face individual challenges and pressures. We are 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. The school has a culture of openness and all students & staff are encouraged to speak up if they have any concerns regarding safeguarding.

All staff, including teaching and support staff, temporary and supply staff, have a moral and statutory responsibility to safeguard and promote the welfare of children. All staff are sensitive to issues of race, culture, gender, disability and diversity and receive regular safeguarding training. 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 procedures to ensure that children receive effective support, protection and justice. 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; 0208 807 4037.

WHISPER APP. All students are encouraged to speak to staff if they have concerns. In cases where an individual does not feel confident in doing so, Whisper App enables them to anonymously report inappropriate behaviour. Using any school device, students can access the app, submit their concern, and receive advice from a member of staff through the chat function.

Attendance

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. Parents/carers are asked not to take holidays during school term time, as all unnecessary absences affect a child's progress.

If you wish to request leave of absence for any reason known in advance, you should do so as soon as possible, and always two weeks beforehand.

Leave of absence requests should be emailed to attendance@latymer.co.uk, addressed to Mr Pashley, Senior 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. 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, 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 your child needs 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 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.

School uniform: Years 7 - 11

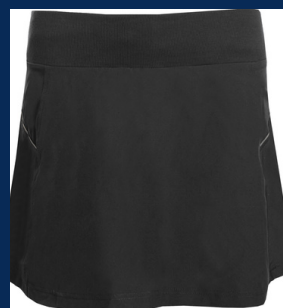
Blazer	Optional. If worn, must be plain navy with the school badge.
Shoes	Plain black leather or imitation leather, low-heeled school shoes. Except for the underneath of the sole all parts of the shoe/boot must be entirely black and have a maximum heel height of 3cm. Steel-tipped or narrow heels are 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.
Tights	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.
Socks	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.
Skirt	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.
Trousers	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.
Belt	These should be black. No coloured belts allowed.
Shirt	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.
Tie	Latymer striped tie knotted up to the neck. The tie knot should cover the top button of the shirt.
Jumper	Plain navy, V-neck jumper with the school badge. No other jumper, hoodie or sweatshirt is permitted.
Hair	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.
Jewellery	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.
Make-up	Subtle make-up (minimal). Coloured nail varnish is not permitted.
Headscarves	These are allowed for religious reasons but should be blue or black. Ties worn underneath.
Laboratory overall	Navy blue (must be button through).
	Outdoor uniform
Footwear	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.
Coats	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



Sky Blue/Navy Polo Top

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



Black shorts/skort (no logo or name)

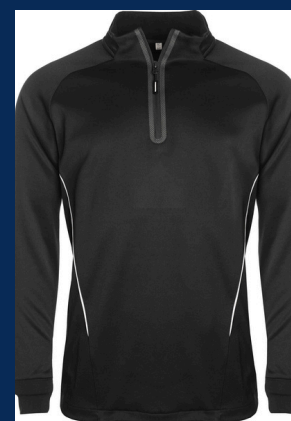
Pupils must buy either shorts/skort, but school policy will allow for plain black shorts/skort with one simple brand logo on (no stripes or patterns etc).



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) - plain black version with one simple brand logo allowed (no stripes, 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) - plain black version with one simple brand logo on chest allowed.

School uniform providers:

Smiths Schoolwear

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

0208 363 2424; sales@smithsschoolwear.co.uk; www.smithsschoolwear.co.uk

Lyons School Shop (Uniform4Kids)

242 Hertford Road, Enfield, EN3 5BL

020 804 3627; Lyonschoolshop@uniform4kids.com; www.uniform4kids.com

EduLink One

EduLink One is the system we use to:

- Capture personal information for our students.
- Provide you with access to school information (e.g. progress reports), a noticeboard for letters & communications, and links to key websites such as Parentpay.
- Enable you to update any information (e.g. mobile numbers/email addresses) as and when is necessary. In turn, the school is able to monitor any changes being made to student accounts.

Initially, one parent will receive an email from us with a username and password to access the system. Guidance notes will be provided on how to complete the information required.

Once you log on to EduLink, select 'Update Information' on the first page.

Once completed, a second username and password will be issued to the second parent.

Keep your login details secure for future access.



It is essential that your child's medical & dietary needs are recorded on the system so that staff can be made aware and care plans can be produced if required.

We have pre-populated the parental consent boxes, but it is your parental right to withdraw consent for any items (instructions will be included with the guidance notes).

You will receive email notifications when there are items for you to view (e.g. progress reports).

Finance

The school uses ParentPay for payments, as we do not want students to carry large amounts of cash to school. Full details explaining how to use ParentPay will be shared with you before the start of the academic year, together with personal passwords to access the parents' page.

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.

Catering cards and lockers

- All students are provided with a catering/security card, as well as their own locker and key.
- You will need to pay £12 before the card and locker key are issued. No copies of locker keys allowed, as they lack the engraved locker number necessary to re-issue keys.
- If lost, a new lanyard costs £3, a new lunch card costs £3.50 and a new locker key £7.50.

School meals

Catering facilities are available at breakfast, break and lunch times. Children from families receiving Income Support are entitled to free school meals (FSM); parents are encouraged to apply to their own local authority for 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 Mrs Baker (Year 7 Head of Learning, bak@latymer.co.uk) and Mr Pashley (pas@latymer.co.uk).

Spirit of Edward Latymer Fund

The school and the Latymer Foundation try to 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 trips. Applications should be made to Mrs Baker (Year 7 Head of Learning, bak@latymer.co.uk) and Mr Pashley (pas@latymer.co.uk).

General information

Staying after school

Arrangements for each event outside of school hours will be confirmed by the lead staff member. In any case, you are asked to ensure that your child lets you 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**.

Contacting your child during the school day

If you need to contact your child, you can call the School Office (020 8807 4037) or email office@latymer.co.uk. The message will be passed on.

Parent/carer's access to school

- You must always report to reception and need to 'sign in' if proceeding beyond the reception area. A visitor's badge (and relevant protocol) will be issued and must be worn at all times.
- On departure, you must return to reception, 'sign out' and return your 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

- Each parent will get individual login details to access reports & correspondence via Edulink.
- We will alert you via InTouch email when there are items for you to view.
- It is crucial that you keep your email address and contact details on Edulink updated at all times.

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
- Non-teaching days: published in the school planner that your child will receive on the first day.

Catering and specific needs

- If your child has any dietary requirements caused by a 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. Contact us if you require further information.
- Menus for each term are available on Edulink.

Storing valuables

During PE, students should store valuables (e.g. watches and wallets) in their locker, not in bags in the changing rooms. Small lockers are 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.

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

Support your school

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. Your donations this year take on extra meaning as we celebrate our 400th anniversary!

For a few years, like every state school, we have been facing significant reductions in government funding, combined with increases in National Insurance, teachers' pension costs, Covid-related costs and a 50% increase in our heating and electricity bills. That's why we really do need you!

Setting up a regular donation 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.**

Every amount, small or large, really has a direct impact on your child's education.

Become a Latymer Champion and help pupils thrive!

Please consider joining our community of Latymer Champions so that the school can continue to provide an excellent range of experiences and facilities to all students.



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



£50 per month could provide 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.



£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!

You can set up a monthly standing order at any time, via online banking (please email 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

Thank you so much in advance for your generous support!

A letter from Latymer Parents & Friends (LPF)

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 add value to the school experience for all students. This is where the LPF comes in.

There are four main areas to LPF activities:

- We support staff in putting on events, such as concerts and plays – usually by providing refreshments. Our hospitality creates warmth and atmosphere.
- We organise and run our own events for the students, including a glowing and wintery Junior Party and an exciting Football Tournament.
- We put on our own events for parents, families and friends, including quizzes, a summer fair, etc. As well as raising funds, they enable parents to meet socially, which is not so easy given Latymer's wide catchment area.
- Other initiatives connect people all year round – from our Christmas tree shop to our school raffles, pre-loved school uniform sales, etc.

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 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

When is my child's first day at school?

The first day for Year 7 students will be **Wednesday 4th September 2024**.

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

