

2024



The Latymer School

Welcome booklet for students
September 2024

A letter to students

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 2024 marks our 400th anniversary. In 1624 Edward Latymer 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 are 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

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. We run a **Latymer Equalities Action Plan (LEAP)**, which focusses on the characteristics protected by the Equalities Act (e.g. age, disability, gender, race, religion or belief, sexual orientation) but also other issues outside of this remit.

To truly be inclusive and celebrate diversity, we all commit to these principles:

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

The school works with student-led groups in the school to promote equality, including the Anti-Racist Committee, the LGBTQ+ group and the Feminist Society, that run specific activities within the school.



The Latymer code of conduct

To help you settle in quickly, 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.

The guidelines below will help you make the 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.

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

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 supports the work you are doing in class as well as helping you develop your research skills. Completing homework encourages 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 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 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.

Finding your way around school

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

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 use the 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.



Reading and the library

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 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.

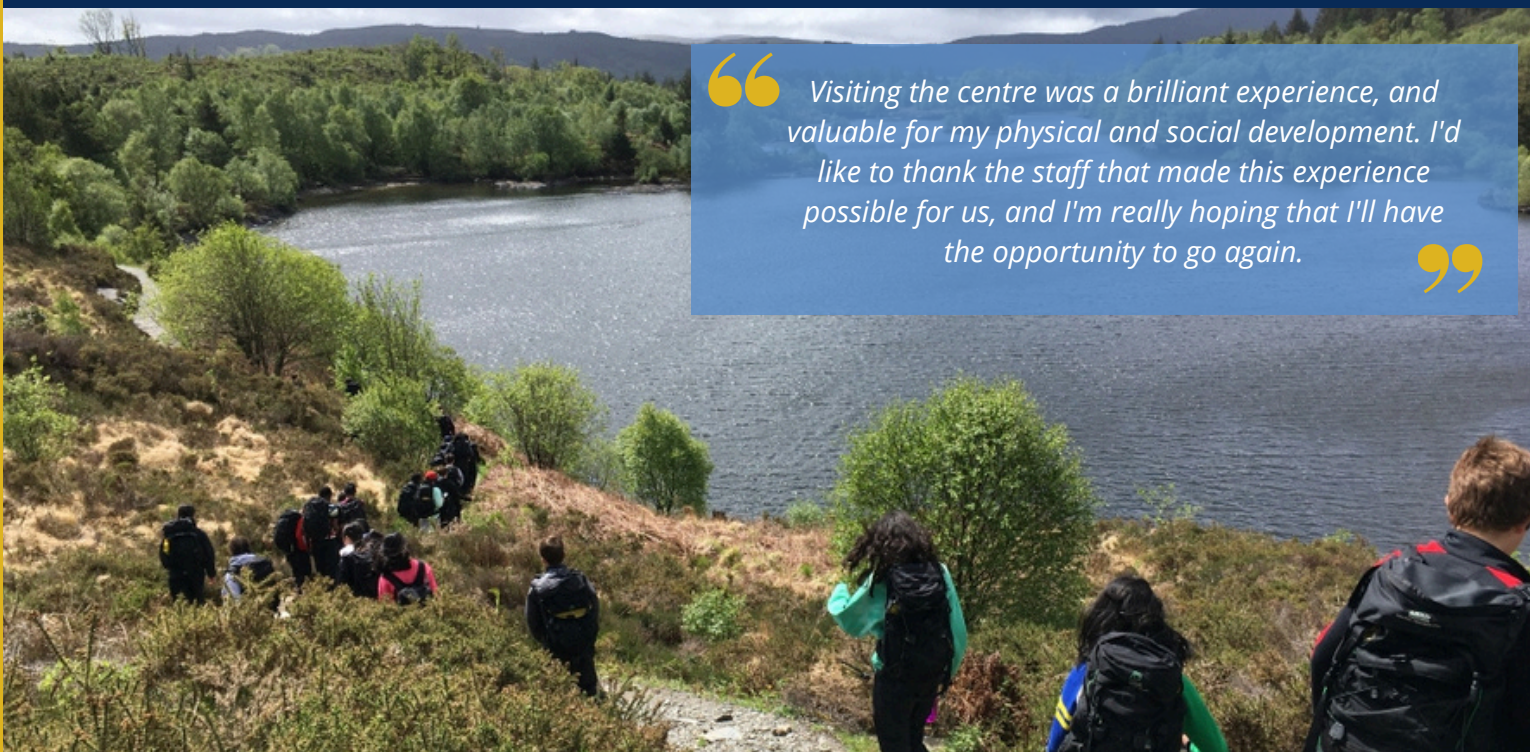
You can visit the library to do your homework, browse books, relax on a beanbag and read, or do some colouring. You could also join a book club or participate in a range of seasonal activities throughout the year. The library organises visits and workshops from authors and poets.

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

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. ”

Catering at Latymer

We 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. We operate a three-weekly seasonal menu on rotation.

You can choose between a meat and vegetarian option (accompanied by a choice of steamed vegetables, rice, potatoes, pasta, salad, or noodles where appropriate), and a dessert. We only use Halal chicken. You can also buy takeaway meat and vegetarian pasta dishes. Alongside these dishes you will find jacket potatoes, each served with free side salad.

On Fridays you can look forward to a treat, as 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.

Breakfast service is available between 8 – 8.30am in the Dining Hall. You can enjoy a variety of cereals, bacon rolls, fruits and fruit juices. At morning break we also serve freshly baked pizza, with a range of different toppings.

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.



Mobile phones

You are not allowed to use your phone, MP3 player, other electronic devices, and headphones in the school grounds or buildings, unless given permission by a member of staff. If you misuse your mobile phone during school it will result in a detention.

At the Latymer School, we enjoy using technology in our lessons, 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 will 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 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 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.

Top tips for personal safety when travelling to school

- 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.
- 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, 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.
- 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.



What should I do if ...

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, they will ask another pupil to go with you to the Medical Room if needed. 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 your Head of Learning. See your student planner for more details.

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.

What should I do if ...

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). 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.

The Latymer School
Haselbury Road, London N9 9TN
0208 807 4037
office@latymer.co.uk
www.latymer.co.uk

