



General Information

Charging Policy

Periodically, the school asks parents for voluntary contributions to make possible special activities such as day visits, residential journeys, or for cooking or crafts when the child eats or keeps the product. Pupils are not excluded from activities because parents are unable to or choose not to pay. However, it can happen that an activity or visit has to be cancelled if sufficient contributions are not collected. Any activities which take place outside school hours may be charged for (e.g. special sports clubs such as judo). There are also charges for individual music tuition provided either privately or by the Borough.

School Meals

Latchmere School has always recognised the importance of a hot school meal and a healthy diet. We run an in-house school meals service which allows children to choose from a wide choice of meat and vegetarian dishes. Full details of our menus are available in full on the Latchmere website. Charges for meals are payable to the Bursar on a half-termly basis. Children who do not wish to take school meals may bring a packed lunch.

All children in Reception, Year 1 and Year 2 are offered a Free School Meal as part of the government initiative started two years ago.

If you would like information about eligibility for free meals, please contact the School Office staff.

Available on request:

- The school's policies
- Statutory instruments
- Education Reform Act – DfE circulars
- Agendas and minutes of Governors' meetings
- Full list of Governors
- School policy documents and schemes of work
- Governors' charging policy
- OfSTED inspection reports

Home School Agreement

We place great value on working together with parents. We know this makes a great difference to the quality of the children's education. We welcome the informal links we have with you.

Each class has one or sometimes two parent representatives ('class reps') who provide liaison between the class teacher and the parents. Class reps also help to co-ordinate parent support for various activities (visits, cake sales, fund-raising etc.), and any social activities among the class group.

Health & Welfare

We have a number of qualified First Aiders, and there is one on duty at all times. Sick or injured children are sent or taken to the School Office to be dealt with by the First Aider. Parents and emergency services are called as necessary. We keep a register of emergency contact numbers for all children.

In general, medicines should be administered at home. For example, a three-times-daily dose can be given before and after school and then at bedtime. If more frequent doses are needed, the medicine should be brought to the School Office with clear written instructions and signed in. The recommended practice regarding epipens and inhalers for asthmatic children is that they should be kept in class for immediate use.