

An academy in Kingston-Upon-Thames

Latchmere School

Prospectus



Welcome to



Latchmere School

On behalf of my team, I would like to thank you for your interest in our school. Latchmere is a school with many unique features. We strive to give our children the most exciting, stimulating and enjoyable curriculum possible. We believe that by providing children with a wide range of experiences both in and out of the classroom we respond to their intellectual, social, emotional and physical needs.

Children are our investment for the future and we owe each one the best start we can give. We want them to enjoy their childhood and grow into confident adults with the skills and knowledge to take on all the challenges that are ahead.

As staff and Governors, we value our relationships. We view working together in partnership as fundamental to the successful education of children. We feel it is important that you fully understand our aims and priorities, and they are all included in our prospectus. More information about the curriculum, children's health and well-being and school management is available for parents in school policies or from the Department for Education (www.education.gov.uk).

The vision for our school is one of constant self-evaluation and improvement. Our aim is to realise individual potential within a caring, supportive and secure school environment, led by a skilled and effective team of staff and Governors.

We look forward to welcoming you to our school.

A handwritten signature in black ink, reading 'Julie Ritchie'.

Julie Ritchie
Head Teacher

“Latchmere is an Outstanding school. Standards and achievements are well above average and all groups of pupils make excellent progress”

- OfSTED

“Teachers have excellent subject knowledge, manage pupils and resources exceptionally well and are excellent overall”

- OFSTED

Our School

Latchmere is a community school for boys and girls aged 3-11 years. There are seven year groups (Years R - 6), and we normally place children according to age.

Each class of pupils has its own designated teacher, but children are often taught by other teachers, who are either from the same year group or are specialists in particular subjects.

The use of specialist teachers for Music, Art and French is a strength of the school. Within each class and across the year group, there are flexible grouping arrangements and differentiation so that children can progress at their own appropriate rate and level.

We have large playgrounds bordered by trees and shrubs, with an exciting adventure playground, quiet sitting areas and multi-sports facilities.

Our gardens have wild areas, woodland, and insect and butterfly-attracting plants. Our vegetable beds in the Quad are becoming well-established. We enjoy shared use of extensive playing fields which are adjacent to the school and have our own covered and heated swimming pool, which is in continuous use from April to October.

The philosophy of the school is based on inclusion and the belief that a good foundation of skills, knowledge, attitudes and self-confidence created in the early years of education will provide a firm base on which all aspects of education will be built. We create an environment that is motivating, exciting and caring in order for all children to develop high self-esteem.

We aim to provide a wide range of exciting and stimulating activities over and above the National Curriculum provision. We put great emphasis on the aesthetic arts and health promotion. Throughout the school there is a focus on art, drama, music and physical activities. Personal, social and health education and citizenship are a fundamental part of school life at Latchmere.



Our Aims

The aim of Latchmere School is to stay at the forefront of creative educational innovation, whilst keeping pupil well-being at its heart.

With this in mind, Latchmere families and staff have developed the 6 Ls of Latchmere.

Learning	Local Community	Laughter	Loyalty	Love	Leadership
at every opportunity so we can understand more	showing respect for our environment and taking pride in making the community and the world a better place	helps learning and lasts forever	is to respect others and is returned with friendship and love	comes from Latchmere and makes us feel important and grow together	helps us to work together in cooperation towards a common goal

Pupils' personal development and well-being is central to the ethos of Latchmere School and is one of our key strengths. We aim to educate the whole child through a holistic approach promoting the pupil's spiritual, moral, cultural and healthy development. As a result, pupils show very high self-esteem.

These underpinning qualities and skills help us start each day with a morning greeting or handshake and we have developed a range of emotional well-being activities to enable children to show empathy with their peers while becoming self aware.

“The continuing striving for excellence is due to the outstanding leadership of the Head Teacher and the leadership team”

- OfSTED

These activities include:

- Circle time
- Focused Assemblies
- Buddies
- A school counsellor
- Peer massage
- Relaxation in our Blue Room
- The School uses the Social & Emotional Aspects of Learning programme to deliver the PSHE curriculum which includes sex and drug education lessons.

Latchmere School is committed to preparing pupils for the ever-changing technological world in which they live. In order to do this we are continually extending our expertise and our stock of hardware and software. Our computer centre is equipped with thirty Apple Mac networked computers with access to both the internet and the Kingston Intranet. In addition, classrooms and additional learning spaces have networked Windows computers so the children get the opportunity to develop a range of computing skills.

The children use computers for word processing, spread sheets and databases, simulations, controlling, programming and for accessing information. There is a wide range of exciting educational software to support these activities as well as three portable and wireless laptop trolleys. We also use email to maintain our links with schools abroad.

Latchmere School has an informative website which has class pages and a comprehensive list of dates and events. You can visit it at: www.latchmereschool.org



Nursery

The aim of Latchmere School is to stay at the forefront of creative educational innovation

The children have lots of opportunity for hands-on activity, meeting sounds and shapes and numbers along the way. They listen and discuss and therefore learn without even knowing it is happening!

The day starts with each child checking themselves in on the enormous SmartBoard – technology is just an

In Rainbow Nursery we start the day with playing and then we play some more!

everyday tool, and there is no need to be afraid of it.

The children are encouraged to sit together and listen carefully to the plan for the session ahead, and then are given the choice of a number of fun activities, where they learn to interact together and also to work independently.

Rainbow Nursery is the foundation for the good citizenship and learning skills we expect from Latchmere pupils as they progress through the school.

Curriculum

At Latchmere we enable all the children in our care to attain the attitudes, skills and knowledge that lead to high levels of achievement in all areas of the curriculum and equip them to be life-long learners, ready to take their place as active members of society.

Our teaching follows the Curriculum guidelines, adapted to the particular needs of our children. Due to careful planning, there is a clear progression in learning as pupils move through the school. This is undertaken by year group teams, drawing upon each other's strengths, and is subject to regular revision as we strive to provide the best learning opportunities for all children. We offer a rich and inclusive learning environment where pupil engagement is high and creative teaching approaches contribute towards children's enjoyment.

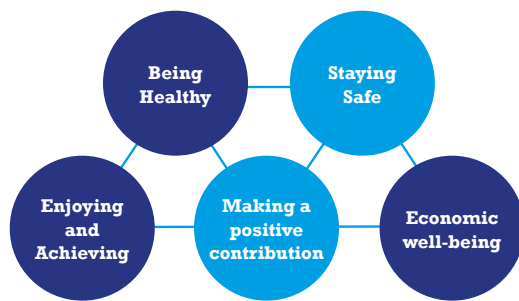
We firmly believe that every child matters within our school. Therefore, established systems of monitoring and tracking pupil progress and well-being are in place. Both formative and summative assessment procedures allow us to identify how best to meet the needs of individuals. A range of support strategies is employed, utilising staff and agencies from within the school and beyond.

We are proud to be judged as 'Outstanding' by OfSTED. Our SATs results at the end of Key Stages 1 and 2 consistently exceed national expectations, particularly for higher achieving children. This is a reflection of the school's standards and expectations.

We encourage children to play an active part in the process of their own learning by promoting reflection. This leads to pupils having a clear idea of what they can do and how they can set their own targets for improvement.

All Children Are Special

At Latchmere we strive to provide equal access to a broad and balanced curriculum, relevant for all of our pupils so that they can play a full and active part in the whole life of the school; this enables them to develop confidence and high self-esteem so that they will reach their potential and achieve the following outcomes:-



“Much of the learning observed in year 6 was exceptional and characterised by an infectious and enthusiastic learning buzz.

- OfSTED

Class and subject teachers are responsible for planning and delivering the curriculum and for making reasonable adjustments to meet the needs of each individual child at every ability level in their class. All teachers are teachers of pupils with Special Educational Needs and Disabilities (SEND) and as such, identify these children in consultation with the SENCo and outside professional agencies. Together, they provide programmes of interventions, differentiated work and resources to address individual needs.

In every year group, we have support from Teaching Assistants, many of whom have been trained to lead specialist programmes of intervention. Placements in Topaz, our specialist resourced provision (SRP) for high-functioning children with Autistic Spectrum Disorder, are allocated by the Local Authority in consultation with the school.

Through on-going assessment, each child's progress is monitored and high achieving children are identified, ensuring they are suitably challenged. The school has a designated governor for SEND and an experienced Inclusion Team.

There are policies for SEND and Inclusion on our website.





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.

General Information

“The Governing Body plays a strong role in fulfilling its statutory responsibility with evidence of rigorous challenge”

- OFSTED





Concerns

We strive to provide a quality of education that satisfies our parental community. However, from time to time parents and others connected with the school will become aware of matters that cause them concern.

If you have an issue which you would like to address, please check our Complaints Policy (the latest copy of which is on our website) and follow this course of escalation:

**Initially, address your concern
to the class teacher**



**If unresolved, speak to the
Best Practice Manager**



**If needed speak to the
Deputy Head Teacher**



**If still unresolved, speak to the
Head Teacher**



Write to the Chair of Governors



Appeal to a Panel of Governors



Finally, if necessary, approach the LA

Latchmere School Parents' Association

There is an active Parents' Association which holds regular social and fund-raising activities. Parents of all children in Latchmere School automatically become members, and you will receive regular newsletters and details of events via pupil-post, Parentmail emails and the school notice boards.

Uniform

Wearing a school uniform helps children to identify with a larger group and encourages a sense of belonging. All children, from the start of Nursery through to the end of Year 6, wear school uniform.

Attendance

Parents of children of compulsory school age (i.e. the term following their 5th birthday), have a legal responsibility to ensure that they attend school regularly and punctually. The school has to keep very precise records of attendance and punctuality, and report the statistics for children to the Local Authority.

If your child is absent, please advise the school by telephone or email before 9.30am. If we don't hear from you by this time we will telephone to establish why the child is not in attendance. We are unable to authorise absence from school due to family holidays. Permission for absence will only be given in exceptional circumstances.

Children are not allowed to leave the school premises during the school day unless they go home for lunch. If your child needs to leave school for a special reason, please advise us beforehand and report to the School Office to collect him/her.



Heritage & Community

Latchmere and Latchmerians have a real sense of history, of past and place, of community, of shared experiences, childhood and of belonging to something special - a sense underpinned by the school's link to many different generations within the same family.

Latchmere Road School opened in 1936 and from that time it has served the parents, grandparents and great grandparents of many of the children who are here today. This continuity spans over 70 years, creating a sense of identity that is reinforced by the strong links we still have with many of our past pupils. We not only count old Latchmerians amongst our parent body but among our staff and the volunteers who support the school.

On a single site we also offer a Breakfast Club, After School Club and Holiday Club, to assist parents and carers in finding quality care for their children out of school hours. As the children are already familiar with the school environment, there is a sense of continuity and comfort in their out of hours time.

Our clubs offer healthy snacks and organised activities suitable to each of the many age groups. All are very popular and heavily subscribed.

Governors

The Governing Body at Latchmere is responsible for the strategic leadership of the school and for determining its aims, objectives and policies. Mrs Ritchie manages the operation of the school on a day to day basis and is the Governing body's principal advisor.

There are 19 volunteers on the Governing Body and all are actively and enthusiastically involved in school life, working to help the school achieve its vision and adhere to its values. We are made up of parents, staff and members of the local community.

Our aim is to help Latchmere to provide the best possible learning experience for its pupils. We do this by:

- Working strategically to raise standards, monitoring and evaluating progress towards the school's priorities and targets.
- Supporting the Head Teacher and staff whilst also challenging their expectations.
- Accounting to all stakeholders for the school's overall performance and for the decisions they have made.

We meet twice a term as a full Governing Body with much of the decision making being driven by our committees. The committees are:

- Curriculum and Achievement
- Finance & Premises
- Community and Staffing

We always welcome observers at our meetings and, from time to time, have vacancies for new Governors. If you are interested in finding out more about the role of a Governor please email governors@latchmereschool.org

Ed Pritchard
Chair of Governors



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