



LUNAR RACING
EDUCATION THROUGH MOTORSPORT

LUNAR

2010/2011

14+
Parent/Carer Guide

Welcome to Lunar

Lunar aims to create a healthy and safe environment for all students, as well as a quality programme of education. While teaching the students their Institute of Motor Industry (IMI) internationally recognised qualification, we are also making them 'work ready'. Students will also get the opportunity to build and maintain real racing cars which compete against professional racing teams in professional championships.

At the end of their 2 year qualification with us they could: go into the workplace as a fully qualified Level 2 mechanic, with racing car experience; embark on an apprenticeship scheme or stay on with us at Lunar to attain their Level 3 qualification (other GCSE grades permitting).

The Lunar experience is different from school. Please ensure that you read the following guidance and return the parent/carer consent form to your son/daughter's school to confirm that you understand the day to day arrangements of their course and give permission for your son/daughter to participate.

Yours faithfully,

Paul Kneeshaw
Centre Co-ordinator

Emma Ginger
Head of Pastoral Care

Schools attending Lunar

Day of the Week	School Attending	School Attending
Monday	Corby Business Academy	Brooke Weston
Tuesday		
Wednesday		
Thursday	Catmose College/Uppingham Community College	Kettering Science Academy/Bishop Stopford School
Friday	Wrenn School	Prince William School

A day at Lunar will run from roughly 9.00am–3.00pm (we will adjust the day to fit in with the school timetable) and this will be in line with the individual school calendars. Students will be expected to attend Lunar during these times. The day will be comprised of both theory work and practical work. Nearing an assessment, if the student or the Centre Co-ordinator feels that extra tuition would be beneficial, this will be organised on an individual basis and you will be contacted accordingly.

Breaks and lunch times will vary depending on the programme of study.

Transport Arrangements

Transport arrangements (if required) will be organised and agreed with you by your child's school. Your child does not become the responsibility of Lunar until they arrive on the premises.

Induction

Your child will go through a thorough Induction Programme to Lunar and their course, where they will:

- Be given and guided through the Lunar Student Handbook, outlining all policies and procedures.
- Be able to get to know the workshop and classrooms; their tutor and other students in their group.
- Go through all aspects of Health and Safety involved in Lunar.
- Complete a Learning Styles Questionnaire.
- Start to understand what it is like to have responsibility.
- Sign the Lunar Learning Agreement.

Lunar Learner Agreement

All Lunar students are required to sign a Learner Agreement. The purpose of this agreement is to ensure that students have read the handbook and Code of Conduct and understand what is required of them during their time with us at Lunar. All 14-16 students are asked to sign this at the start of their Course when all policies, procedures and expectations have been clearly explained.

Expected Behaviour

Lunar offers a more adult atmosphere than that of school. Your child will be expected to behave as a young adult and will be treated accordingly. All students are expected to follow the Student Code of Conduct and comply with all other requirements as outlined in the Lunar Student Handbook. Please ensure that your child understands the importance of the information it contains.

Attendance

Your child is required to attend Lunar on a weekly basis (in line with school term times). If they are absent from Lunar for any reason you have the responsibility to inform your child's school and the us.

External Appointments

If a student is required to attend an appointment, e.g. doctors or dentist, during the day when they are at Lunar, written permission must be brought into Lunar and handed to the Centre Co-ordinator. The school will be informed of any appointments and parents may be contacted for confirmation.

Inclement Weather Procedure

In cases of extreme weather conditions it has been agreed with partner schools that students should **NOT** attend Lunar if their school is closed.

Should weather conditions deteriorate during the day, Lunar will work in partnership with schools to agree arrangements for students to leave us early. Any agreements will be communicated to you by your child's school.

Timekeeping

We would not expect students to arrive late to Lunar as, in most cases, the schools will be transporting the students to us. Schools will be notified of any unauthorised absences by 10.30 each day. It will then be the school's responsibility to follow this up. Schools will also be informed as quickly as possible should a student leave class without permission during the day.

Students are not expected to arrive late to classes as they will be supervised much of the time and are not allowed to wander around the Lunar or Rockingham premises.

If your child has poor attendance or timekeeping at Lunar, we will discuss this with their school. It will be the responsibility of the student to ensure that they catch up on any work missed. Please note that continual non-attendance and poor timekeeping can result in their place at Lunar being withdrawn.

Supervision & Lunchtime Arrangements

We will make sure that Students are safe and well supported with us at Lunar:
'Direct Supervision' during classes 'Indirect Supervision' during lunch times and some breaks.

Direct Supervision

Lunar tutors and school support staff will be responsible for making sure that students are safe and well supported during classroom and workshop activities.

Indirect Supervision

The level of supervision at Lunar during lunch times and break times may be more relaxed than that provided at school, however, due to the number of Health and Safety risks, there will always be some form of supervision. We ask students to take responsibility for their own behaviour during these times. For safety and security reasons students are instructed NOT to leave the Lunar or Rockingham premises, unless we have agreement from your child's school and we receive prior written permission from you. Your agreement to these arrangements must be confirmed by signing the parent/carer consent form.

Mobile Telephones & Music

Students may have mobile phones with them at Lunar. However, phones must be switched off and not visible during lesson times.

Mobile phones which are visible in class will be confiscated. On the first occasion, the phone will be held in the main Lunar office and can be collected at the end of the day by the student.

If a phone is confiscated for the second (or subsequent times) from a student, it will be returned directly to the school who will take the necessary follow up action.

Students must NOT play music on mobile phones, MP3 players, iPods, etc inside any buildings. Disciplinary action will be taken where a student's behaviour is disruptive to others.

Reporting Progress

Lunar staff will communicate with your child's school on a regular basis. Lunar operates a 'Cause for Concern' system where issues such as poor timekeeping, inappropriate behaviour and lack of motivation will be addressed with the school. Schools may then contact parents to inform/discuss issues.

Lunar also operates a 'Cause for Compliment' system which recognises and praises students for excellent work.

Lunar tutors will complete written reports commenting on your child's academic progress and attitude. These reports are sent directly to the school and they have the responsibility for sending it on to you.

Disciplinary Procedure

Details of the disciplinary procedure can be found in the Lunar Student Handbook. Outlined below is a step-by-step guide to the stages of the Disciplinary Procedure for students under 16:

- 1) To start with, and if the issue is not too serious, tutors will remind students of the behaviour we expect at Lunar.
- 2) If there continue to be issues a 'Cause for Concern' slip will be sent to the student's school.
- 3) If the problem is not resolved, then a meeting will be called with the course tutor, Centre Co-ordinator, school teacher and parent/carer to discuss the issue and agree a course of action.
- 4) Lunar operates a verbal warning, written warning and final warning procedure. The stage of discipline will be determined by the offence. Students will be withdrawn from their course in cases of gross misconduct and where they continue to break the code of conduct following a final warning.

Temporary Exclusion

If a student is temporarily excluded from school it will be at the schools discretion if the student is to be able to attend Lunar during the exclusion period.

Health & Safety

At Lunar we take Health and Safety extremely seriously. It forms an integral part of all courses and race weekends, and risk assessments are undertaken for both specialist and general Lunar activities. Students will be supervised in classes by competent staff who have been police checked. Students will also be expected to wear the protective clothing issued to them. Health and Safety discussions will form an integral part of their induction programme with us.

Protective Clothing and Dress Code

The student's courses have an agreed dress code which includes protective clothing, details of which are published in the Lunar Student Handbook. Students are expected to wear Personal Protective Equipment at all times when instructed to do so. This will include their capped boots and overalls. On occasions it will be necessary to wear face masks and gloves also. The importance of PPE will be reinforced to the students during their induction programme with us.

The protective clothing will be the responsibility of the student and should be kept clean and tidy. It is the responsibility of the parent/carer to replace any lost or damaged kit.

Please note: Protective clothing is a Health and Safety requirement of the course. Students must bring their kit to every session.

Students who fail to bring the required kit or fail to adhere to the agreed dress code may not be able to participate in the activities and the school will be contacted and asked to organise for the student to be collected from college. This responsibility is often passed onto the parent.

Stationery

All students are required to come to College with basic stationery which includes a course folder, lined paper, pens, pencils, a ruler and rubber.

Personal Possessions

It is the student's responsibility to look after all personal possessions. Lunar cannot take responsibility for loss or damage of personal items. Please do not allow your child to bring in expensive personal possessions, they wouldn't want them damaged or lost.

Illness & First Aid

Please do not send your child into Lunar if they are feeling unwell. In the event of student sickness the school is notified and asked to organise for students to be collected from Lunar which may result in the parent/carer being contacted.

Lunar always has a qualified First Aider on site, who is trained to deal with any First Aid incidents.

Smoking

It has been agreed with our partner schools that smoking is **NOT** permitted for our 14-16 year old school students (even if they are 16). Please be aware that smoking is allowed in designated areas of the Lunar and Rockingham site for our post-16 students. **All students will be informed during their Induction Programme that smoking for 14-16's is NOT permitted whilst at Lunar.** Any students caught smoking will be reported to their schools who will take further action in line with their own school smoking policy.