

# Leamington Vineyard Learning Centre



## Induction Pack 2018/19

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## Introduction and Welcome

Welcome to Leamington Vineyard Learning Centre at what we hope is the start to a positive partnership between us, you and your child. We work with Warwickshire County Council and local schools as one of the Alternative Provision Centres. We have prepared this Induction Pack to provide advice and guidance to you as new students and parents/carers, explaining the common procedures and hopefully answering any questions you may have.

## Aims and Values

LVLC exists to support, encourage and help young people, to better fulfil their individual, unique potential and to avoid the perils associated with school exclusion and anxiety. We aim to provide young people with an education, and the opportunity to obtain good GCSE results in key subjects. We believe that all students are capable of achieving such results.

Each centre has a compassionate Christian ethos, in which all children are welcomed, valued and treated with respect.

## Who's who?

Brian	Principal	Designated Safeguarding Lead		
Amanda	Centre Leader			
Hannah	Business Manager (First Aider)			
Becky	Teacher		Suzi	Teacher
Eloise	Teacher		Ray	Teacher
Jael	Teaching Assistant			

Photos of all staff members are displayed in the entrance to the learning centre.

## Induction Process

We recognise that starting something new can be terrifying for some students, and exciting for others! This is why our induction process creates the opportunity to get to know you, and for you to get to know us.

All students, ideally accompanied by a parent/carer and a member of staff from their school, will take part in a tour of the centre where they will be based. This is a chance for us to meet each other and to start to establish a positive working relationship, which will give students the best chance of achieving the success they deserve. Following this, and when we have received a fully completed Student Information Form from your school or the local authority, our induction process will begin.

Recognising that for some students their first day at LVLC may be the first learning they have done for some time, each student will have a phased introduction to LVLC unless there is a specific reason to dictate otherwise. This will involve shorter days to begin with. We work with students, their families and schools/the local authority to increase students' time with us up to a full day. For some this happens straight away, but for others this may take an extended period of time.

You can download a full copy of LVLC's Student Induction Policy from the 'Documents' section of our website, or by contacting the office. If you have any concerns or questions at any stage of the induction process, please do get in contact with Brian or Sue.

## Term Dates

LVLC follows Warwickshire Schools' Term Dates, and are available on our website. Teacher training days will be announced via LVLC's website, and reminders sent by text message.

## Timetable

Students must ensure that they have arrived and are ready to start learning at 9.30am, and again at 1.30pm. Each student has their own desk which they should remain at during lessons time.

9.30-10.30	Lesson 1
10.30-11.30	Lesson 2
11.30-11.45	Break
11.45-12.45	Lesson 3
12.45-13.30	Lunch
13.30-14.30	Lesson 4

## Attendance and Lateness

Attendance and punctuality (being on time!) is very important to ensure that progress is made in learning. You must attend all lessons. We have a legal duty to monitor and report on attendance and absences.

If you are absent or running late, your parents/carers should phone, text or email LVLC by 10am on the morning of each day you are absent. It is important that your parents/carers get in touch with us as we cannot accept absence notifications from students themselves.

If you do not arrive at LVLC by 10am, we will get in touch with your parents and school to inform them that you are absent. If you arrive after 10am you will be marked as late.

We cannot authorise any absences from LVLC. The school where you are on roll may authorise absences in certain circumstances. We do understand that sometimes you may have appointments to attend (eg. medical appointments) and it is important that your parents let us know of this in advance so that we can inform your school. Wherever possible appointments should be arranged for outside the LVLC day.

## Illness

We require the telephone number of a parent/carer in case of an emergency or in case you become ill at LVLC. Please ensure that we are kept up to date if the telephone number changes. We are unable to send you home due to illness without telephoning your parents/carers first.

If you require emergency medical treatment and we are unable to contact your parents, a staff member will accompany you to the hospital.

## Break and Lunch Times

Students should bring in their own snacks and lunch, though LVLC will provide unlimited (!) tea and toast for students. If a student is eligible for Free School Meals we will provide this too in conjunction with their school/the local authority.

At break and lunch time we have a number of games and entertainments available. For example, table tennis, PlayStation, and many card and board games.

## Behaviour

Students are expected to respect behavioural boundaries and show consideration and concern for others. We aim to encourage positive attitudes, values and behaviours to ensure productive working environments. Our relationships with our students are based on care, courtesy and respect and we endeavour to help the children to behave responsibly and thoughtfully.

Staff will not use foul and/or abusive language. We expect students not to either.

You can download a full copy of LVLC’s Behaviour Policy from the ‘Documents’ section of our website, or please contact the office.

## Uniform and Resources

Unlike most schools, LVLC does not have a uniform! LVLC does ask both students and staff to dress sensibly and comfortably. LVLC does not take responsibility for any damage to clothing or jewellery, so please do not wear your most precious clothing and/or jewellery.

We will provide students with all the resources that they need, so you don’t need to bring pencil cases with you (unless you want to!). Each student will be provided with a named box, in which is stored their exercise books, workbooks, stationery and equipment and any other resources they may need.

## Qualifications and Grades

At LVLC students work towards the achievement of GCSEs. Students primarily focus on Maths and English Language and Literature, as these are the core subjects needed for entry to further and higher education, and many career pathways. Students may take other subjects depending on their attendance and progress.

As you may be aware, the Government has been implementing GCSE reforms for the last few years. It is redeveloping all existing GCSE’s to make them more rigorous and to fall in line with international standards. Most subjects are now completely linear and exam based with no coursework. Newly-reformed GCSE’s are now graded 9-1 with 9 being the highest grade. The new 9-1 grades compare to A\*-G as follows:

<b>Old GCSE</b>	A*	A	B	C	D	E	F	G	U	
<b>New GCSE</b>	9	8	7	6	5	4	3	2	1	U

Additionally, the ‘good pass’ has now changed from a C grade to a 5. This, in particular, will have implications for those wishing to continue into Sixth Form or go to university, as, in future years they may be required to have the grade 5 (B) to access certain qualifications. Confusingly, many higher education providers still request C grades in their entry requirements, and some providers are accepting 4 grades, rather than 5s, so it is important to check!

## Assessments

Assessments are a way of helping us to track students learning, and to identify things that you still need to learn so that we can support you with those areas. We continually monitor, review and evaluate student’s personal and academic progress and liaise with parents and agencies working with students on a regular basis. We regularly conduct assessment to monitor progress and learning. We also make sure that students are prepared for the actual exams they will be sitting and conduct mock exams to assist with this.

## Special Educational Needs

At LVLC we seek to engage students in a personalised learning programme, tailored to their unique needs. Our high staff-student ratios provide a setting where students are accepted and cared for whilst being supported and challenged. We tailor the learning and level of support for each individual, giving all students the best chance of making progress and achieving success.

LVLC complies with the Disability Discrimination Act 1995 and does not treat disabled learners 'less favourably'. We promote equality of opportunity between disabled learners and other learners and positive attitudes towards disabled people through our 1:1 tuition.

## **Safeguarding and Child Protection**

We are committed and dedicated to the safeguarding and protection of your child. Our Designated Safeguarding Lead is Brian Nash, supported by Sue Clayden. Brian and Sue liaise with many different services and organisations to ensure your child is safe. These include Schools, Health Authorities, Social Services, Multi Agencies and the Police.

Whenever possible, we will liaise closely with you, keeping you informed of all the aspects of your child's wellbeing. There are however times when in the interest of the welfare of your child, we are required by law to deal directly with the authorities.

All our staff and volunteers are carefully checked before they start work at LVLC, to make sure they are suitable to work with young people. All visiting staff from other organisations (eg. drugs workers, educational psychologists) have also been properly vetted by their employers and confirmation of this is held by LVLC.

If you have any serious concerns about your child or any other child, please do not hesitate to contact Brian or Sue for further advice and guidance. If you would like to view a full version of LVLC's Safeguarding Policy, you can download it from the 'Documents' section of our website, or please contact the office.

## **Health and Safety**

It is our highest priority to do everything we can to help students feel safe whilst they are a student with us at LVLC. This means we will do what we can to care for them and protect them from harm, provide a safe and healthy environment and act on concerns that you or we may have.

Our staff are appropriately qualified and receive training in safeguarding, health and safety, first aid, fire safety and behaviour management. This ensures they know how to keep young people safe and deal properly with any concerns that arise. Staff follow clear, set guidelines and procedures for keeping safe while at LVLC.

Our Health and Safety Policy is in accordance with the Health and Safety at Work Act 1974. Hannah Jacobs is our delegated Health and Safety representative although all staff have a responsibility for Health and Safety. Risks Assessments are completed before any activities are carried out and the needs of your child are paramount. Students responsibilities towards health and safety, and what to do if they feel unsafe or if there is a fire, will be covered as part of the induction process.

If you would like to view a full version of LVLC's Health and Safety Policy, you can download it from the 'Documents' section of our website, or please contact the office.

If you are worried about your own safety or welfare, or the safety and welfare of someone else, you can speak to any member of staff. You can do this even if your concern involves the conduct of another member of staff.

## **Bullying**

At LVLC we are committed to working together to create an environment where no form of bullying is tolerated. We will encourage and help students to treat each other with respect and kindness, challenge any bullying we see or hear and impose appropriate sanctions for bullying.

If you feel you are being bullied, you can speak to a member of staff at any time. If you tell us you are being bullied we will deal with it quickly, sensitively and effectively and help ensure that the bullying does not continue. We will support you while the issue is being dealt with and afterwards.

## **eSafety**

LVLC promotes the safe and responsible use of technology. Students will use the internet, under supervision, as part of their learning, and may use their own data allowances responsibly.

When using the internet, either at LVLC or elsewhere, we recommend you follow these simple steps to help protect themselves:

1. Do not post any personal information online including your phone number, address, passwords or your school.
2. **SPEAK UP!** If you viewed something online that made you anxious, unsafe or uncomfortable, speak to an adult that you trust.
3. If you do not know someone, why are they "your online friend" or "follower"?
4. Privacy settings should always be kept to a maximum. Use the search engines on social networking websites to find out how to do this.
5. Think carefully when "posting" or "sharing" a photo online. Remember, once a photo is posted online, people will be able to share or download the photo.

You can download our eSafety Policy from the 'Documents' section of our website, or through the office.

## **Drugs and Alcohol**

LVLC aims to help all students be able to take their place safely in a world where a wide range of drugs exist. We recognise that some prescription and medicated drugs have beneficial effects, but also that every drug has the potential to harm.

We have a zero tolerance approach to the possession of illegal drugs and work proactively with the Criminal Justice Sector on all such matters. Students are not allowed to bring alcohol onto LVLC's premises.

Whilst we actively promote the risks related to smoking, LVLC recognises that many of our students are dependent on tobacco. In such circumstances, we believe it to be prohibitory to their learning to forbid them smoking cigarettes. As such, smoking will be discussed at students' induction and we will form a smoking agreement to enable students to smoke whilst at LVLC. E-cigarettes are not allowed at our learning centres unless a Doctor's note is produced to say that it is necessary in order to help the student give up smoking.

LVLC aims to promote a clear understanding of the risks related to drug and alcohol abuse. We recognise that some of our learners may require confidential advice, support and guidance so we work alongside an organisation named COMPASS who provides this.

You may obtain a full version of our Drugs Policy from the 'Documents' section of our website.

## **Mobile Phones and MP3 Players**

If students do bring their mobile phone, they will be asked to hand them to staff at the beginning of the day. They will then be securely locked away and students will receive them back at the end of the day. If parents or students do need to make a phonecall during the day, they can do so through our office phone.

If students wish to bring an MP3 Player (iPod etc) to listen to music during, they may do so at the discretion of their teacher, and must use headphones at all times. This is to ensure that other students are able to focus and achieve their maximum learning potential without distractions.

## Complaints

We welcome the opportunity to talk about concerns you or your parents may have so we can identify areas where we can improve. In the first instance, your concerns should be raised informally with Brian or Sue.

In the vast majority of cases, concerns and complaints can be dealt with informally. However, there are occasions where it is not possible to resolve issues despite best efforts. In these cases, you should set out your concerns and/or complaints in writing using LVLC's Complaints Form. If your complaint is with regards to the Principal, please contact the LVC Leadership (details available in our Complaints Policy).

We will always endeavour to respond to your concerns as soon as possible.

You can download our Complaints Form and a full copy of our Complaints Policy from the 'Documents' section of our website, or through the office.

## Equal Opportunities

We actively promote equal opportunities and instruct all students on the basis that we do not discriminate, directly or indirectly, anyone on the grounds of colour of skin, race, nationality, beliefs, sexual orientation, gender or disability. We aim to equip our students with a sound awareness of our diverse society and to understand and appreciate the value of difference.

## Parental Support

The partnership between parents and LVLC, and parents and students, can have a huge impact on students' learning and engagement. We greatly value parents' support and welcome any questions or comments. Two-way communication between parents and LVLC is encouraged!

Parents can make a positive contribution to students' education by:

- Helping you to get out of bed and to LVLC on time each day.
- Find time each day to talk to you about your day and encourage positive attitudes towards it.
- Helping you prioritise and make time for revision, especially as you get closer to your exams.
- Helping you read as much as possible by providing you with newspapers or books.
- Keeping LVLC, and your school/commissioning agency, informed of any factors, which may affect your attitude or engagement whilst at LVLC.

## Contact Us

### LVLC's Office

St Margaret's Chapter House  
Church Close  
Whitnash  
Leamington Spa  
CV31 2HJ

07340 820763

[info@lvlc.org.uk](mailto:info@lvlc.org.uk)

Dear Parent/Guardian,

We would like to welcome you and your child to our provision here at LVLC. We have included this Induction Pack about LVLC for your benefit. This handbook is for your information and is to be used as a guide and reference to our procedures and structures that have been put in place for the benefit of your child.

Our intentions are to work with young people and create a positive future for them in which they will find the joy of learning and strive to succeed. We will work with you as best we can in ensuring your child's interests are put first and ask for your support in doing so.

During the year we may send you information about your child's progress, however you may request this from us, or your child's school, at any time.

Please complete and return the slip below, as confirmation of your receipt and reading of this Induction Pack.

If at any time you have any concerns you wish to discuss please do not hesitate to contact us by either telephone: 07340 820763 or email: info@lvlc.org.uk Our contact information is listed throughout the handbook.

Yours faithfully,

Brian Nash  
Principal  
Designated Safeguarding Lead

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I \_\_\_\_\_ hereby understand and acknowledge everything within this induction pack and agree for my child \_\_\_\_\_ to attend LVLC.

Parent/guardian name: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Student,

We would like to welcome you to LVLC. We have included this Induction Pack for your benefit. This handbook is for your information and is to be used as a guide and reference to our ways of working.

We will work with you to create a positive future in which you will succeed. We believe that ALL students have the capability to succeed. We know that many students, for one reason or another, cannot cope with mainstream education but we hope that you will thrive at LVLC. We will work with you as best we can to ensure that your interests are put first with regards to your needs education.

In return, we ask that you try your best. This includes arriving on time and ready to learn, and listening to and respecting what your teachers tell you. Please tell us when you do not understand, or if you are struggling, or if you have already covered something at school. We want to help you learn in order to help you achieve good GCSE results, so it is important that we can spend time teaching you.

Please complete and return the slip below, as confirmation of your receipt and reading of this Induction Pack.

If at any time you have any concerns or worries you wish to discuss please do speak to one of your teachers, or you may ask your parent or school to get in touch with us on your behalf if you would prefer.

Yours faithfully,

Brian Nash  
Principal  
Designated Safeguarding Lead

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I \_\_\_\_\_ hereby understand and acknowledge everything within this induction pack and agree to attend LVLC.

Student name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_