

## **STUDENT WELFARE**

Every student needs support at some time and we will endeavour to offer the right help at the right time.

The Millennium Centre is full of people only too pleased to help, so take advantage of the support they can offer. Apart from your friends, here are a few other people to whom you may wish to talk to.

### **➤ Millennium Centre Administrative Assistants**

Mrs Parker and Ms Wilkinson are always keen to help you in any way they can by providing information, forms etc, or helping you to contact the people mentioned below.

### **➤ Examinations**

Mrs Ul Nisa is the Examinations Officer for the Millennium Centre. She is based in the Examinations Office by the entrance to Stenson building. Mrs Ul Nisa will assist you with all examination issues throughout your time in the Millennium Centre.

### **➤ Tutor/Co-Tutor**

It is unlikely that you will get through two years without coming up against the occasional problem - academic or personal. Please remember that your tutor/co-tutor is there to share these problems with you and she or he is always willing to listen to anything that may affect your work, behaviour or attendance.

You are entitled to a termly meeting with your tutor to review your progress.

### **➤ Subject Staff**

If you are concerned about your work for any reason, it is best to discuss it with your teachers at an early stage. Subject staff on both sites will always be happy to help.

### **➤ Counselling Service**

Students at the Millennium Centre are able to make appointments to see Marjolein, a counsellor from Derby Youth Service, who works with the Centre. Marjolein is available at both sites by appointment, sessions last for 20-45 minutes. Students who feel they would benefit from an opportunity to meet with Marjolein should see

Mrs Archer at the Derby Moor site and Mr Archer or Mr D'Elia at the Littleover site to make an appointment.

### ➤ **Heads of Centre/Deputy Heads of Centre**

There will be plenty of opportunities to talk to Mr Archer, Mr Henshaw, Mrs Archer, or Mr D'Elia, as all have offices in the Millennium Centres and they will be talking to you in your study rooms and common rooms.

If you would like a personal interview with any of them, they will be pleased to make an appointment with you.

### ➤ **Headteachers**

If you would prefer to raise a particular issue with either Headteacher, or if Heads/Deputy Heads of Centre are not available at a particular time, then please feel free to talk to Mr Venkatesh or Ms Whelan.

### ➤ **Administrative Support**

For issues related to the Millennium Centre you should see Mrs Parker at Derby Moor in the Millennium Centre and Ms Wilkinson at Littleover in the Millennium Centre office. Both will be pleased to help you. Registers and signing in and out books are all kept in the Millennium Centre foyer at DMCSCT or outside Ms Wilkinson's office at LCS.

### ➤ **Medical Support**

At Derby Moor the Medical Supervisor, Mrs Kay, is based in Derwent building room **DA51**. At Littleover the Medical Supervisor, Mrs Nethercott is based in **C8**. They will attend to medical problems.

### ➤ **What about your parents?**

The Centre regards your parents, or others who may support you, as partners providing you with the necessary support during your time here. During the year they will be invited in to the Centre to meet staff and it is expected that they will be able to read your reports when they are completed. Please keep them informed of what is going on by delivering letters, etc.

Obviously your interests are central and you will be fully involved in any contact staff have with your parents.

**If you change your address or home telephone number you must let Mrs Parker know. Likewise, if there are changes in your circumstances at home, for example, if your parents decide to separate, it is helpful for you to mention this to your tutor so that they are in a better position to help you and avoid unnecessary hurt and misunderstandings.**

### **➤ Parents' Evenings/Reports and Tutor Reviews**

As part of our commitment to you to ensure you achieve your full potential we work together in order to monitor and record progress and to set regular targets. This works most effectively when you are involved. We therefore invite you to attend the Parents' Evening for Year 13 on Tuesday 9 November at DMCSCT where you can discuss progress with your subject teachers. In addition there will be a number of formal tutor reviews when you will have the opportunity to discuss progress and set targets with your tutors.

## **DRESS CODE**

At the Millennium Centre we expect our students to look professional and business-like. They are role models for younger pupils in both schools and ambassadors within the community.

This is a sensible, smart code and we ask that all students follow it. We will enforce it and, if a student is dressed inappropriately, we reserve the right to send the student home to change. Heads of Centre will make the final decision about what is appropriate.

### **Male Students**

Male students must wear a matching formal suit, a shirt and a tie which must be worn at all times with smart shoes. A V neck jumper may be worn in place of a suit jacket but must be a plain coloured jumper.

### **Female Students**

Female students must wear a tailored suit which can be either trousers or a skirt which is at least knee length. A smart shirt/blouse must also be worn. A V neck jumper may be worn in place of a suit jacket but must be a plain coloured jumper. Shoes must be smart and sensible without high heels.

Students wearing cultural dress should keep to formal, plain colours and a formal jacket.

Students following the BTEC will be provided with a Millennium Centre Sports Kit which they will wear for practical sessions. During all other times they should follow the dress code.

### **Students are not permitted to wear any of the following items–**

- Jeans/denim clothing
- Skinny trousers, leggings or tight fitted trousers.
- Shorts
- Strappy or revealing tops.
- UGG boots, Doc Martin boots, sandals, trainers or pumps.
- Cardigans, hoodies, sports tops or logo tops.

### **Students should also be aware of the following:**

- Outdoor clothing such as coats, scarves, gloves and hats should be removed once inside.
- Facial piercings are not permitted. Students can wear one small earring per ear.
- Students should avoid obvious colours or shaved patterns in their hair.

## **DON'T MISS OUT!**

You are expected to attend all registrations and lessons.

### **➤ Registration**

You will register with your tutor or co-tutor each day.

**Morning registration is at 8.35 am at DMCSCT and 8.40 am at LCS.**

**Afternoon registration is from 2.05 pm – 2.20 pm at DMCST and 2.00 pm – 2.15pm LCS.**

**If, in exceptional circumstances, you arrive late you must sign in on the late register in the Millennium Centre foyer at DMCSCT or outside Ms Wilkinson's office at LCS.**

Each week a summary will be placed in register trays informing you of any unexplained absences you may have. If you receive a note relating to this you must see Ms Wilkinson within one week of receiving the notice, to clarify the reason for this – otherwise the absence becomes 'unauthorised'.

### **➤ Tutor Period**

All students will continue to participate in the tutor programme which will help them make their university applications, whilst also giving them input related to the world of work. Later on in the autumn and spring terms, students will participate in lessons looking at citizenship, moral issues, and critical thinking and revision skills as preparation for their A2 Level exams. Students will end the programme with a personal targeted review with their tutor, which will give them the opportunity to review their progress and target key areas for improvement before their final exams. The tutor programme will not take place in the summer term, to allow students more time for revision.

### **➤ Enrichment**

Enrichment is one period a week built into every student's timetable which is intended to give students the opportunity to participate in extra-curricular activities. A wide variety of options is made available to both year groups, some of which are linked to gaining qualifications such as Duke of Edinburgh Gold Award and the Community Sports Leadership Award, and some of which are simply for fun and personal development such as Music, Survival Cookery and Salsa! Building a strong profile of extra-curricular interests is important for students who need to ensure a healthy work-life balance. Wider interests are also a vital part of the University and job application

process where it is often the case that admission tutors/ employers are concerned about the sort of person you are as well as your academic qualifications.

### ➤ **Ball and Year Book Committees**

The Millennium Centre ends Year 13 with a May Ball to celebrate the successes of our students and the relationships that have been built over the past two years. A team of students will also work to develop a Year Book for students to have as a memento of their time at sixth form. This Ball and the Year Book are organised by committees of students who are elected during the autumn term and work to plan the Ball/Year Book during the spring term.

### ➤ **Signing Out**

**When you need to leave the site during the day for a personal reason, you must enter your name in the signing out register in the Millennium Centre at DMCSCT or outside Ms Wilkinson's office at LCS Under no circumstances should any student sign out without first seeing either Head/Assistant Heads of Centre or Mrs Parker or Ms Wilkinson.**

### ➤ **Attendance**

The Centre expects **95%+** attendance from every student. This level of attendance is necessary to ensure students achieve their full potential in their AS and A levels.

### ➤ **Authorised Absence**

In some cases absence will be considered as 'authorised'.

**If you know you are going to be absent from the Centre, you should apply for 'authorised absence' at least 2 days before that date, please provide evidence.** For example, a visit to a university either to attend an open day or for an interview. Others are listed below:

- A medical appointment which can't be arranged outside Centre hours.
- If you are taking part in a significant extra-curricular activity, such as drama, music, sport etc. Authorised absence will only be given where the activity reflects a significant level of personal achievement (e.g. taking part in a regional or national event), or for some other one-off event.
- Going to a funeral of a close relative or friend.
- A practical driving test – ***but not a driving lesson or Theory test.***
- School visits, fieldwork etc.

## ➤ **Plan in advance**

You will need to go to the Centre Office at LCS, or collect the relevant form from the foyer of the Millennium Centre at DMCSCT, which **must** be signed by all relevant staff and a parent.

You will be expected to give evidence to support your absence where appropriate, e.g. show your appointment card if you have a medical appointment.

## ➤ **Medical appointments**

Medical appointments should be made outside of lesson time. If this is not possible, they should be made in the afternoon, to avoid students missing lessons. Only in exceptional circumstances should they be made in the morning.

All students with medical appointments should bring in a note signed by a parent together with the appointment letter/card whenever possible. If you have sufficient notice of your medical appointment, you should complete and hand in a green 'authorised absence' form signed by the teachers of the lessons you will be missing. If you are not able to do this in advance, you must see the teachers of the lessons you will miss that day and excuse yourself from their lesson and find out what work needs to be made up.

## ➤ **Unauthorised absence, including sickness**

If you're ever away for a reason that you couldn't have predicted, it will be considered whether your absence was really unavoidable – **but you must inform either Mrs Parker on 777933 or Ms Wilkinson on 513219 on the day you are away before 10 am.** A record of all absence calls will be kept. Parents will be contacted about unexplained absence. Unless you have a really good reason why you can't contact school on the day, your absence will be considered **unauthorised**. Examples of unauthorised absence:

- Holidays
- Part or full-time work which isn't part of your programme of study.
- Leisure activities
- Birthdays or similar celebrations.
- Babysitting younger brothers or sisters.
- Shopping.
- Driving lesson.

## ➤ **General Authorisation**

Sometimes you may be given general authorisation of absence in some circumstances – for example, severe weather.

## **Additional Guidelines for EMA Students.**

If you are claiming EMA, you will be provided with a separate list of procedures when you present your official EMA Agreement contract.

You will be paid your EMA only when you have attended **all** the lessons and study periods, which make up your programme of study. If you fail to attend all or even part of one of the sessions, you may not receive an EMA payment for that week. You signed your EMA Agreement to this effect.

When an absence is **authorised**, you will still receive your weekly EMA payment as though you had attended in full. This will be the case if you are sent home by a member of staff for medical reasons but have attended part of the day. Medical absence will be authorised for Hospital appointments; all other medical appointments must be made outside school time whenever possible.

Sickness will not normally be accepted as a reason for authorised absence, so if you are absent for a full day due to sickness you will not normally receive your EMA payment for the week.

**If you know that you need to be away, but you don't apply for an authorised absence and you miss one of your classes, it will always be assumed you don't have permission to be away and therefore you won't get your EMA payment.**

## ➤ **Leaving Class Early or Arriving Late.**

To get your EMA you have to attend all the sessions you have registered for on your Learning Agreement in full. If you leave a session early or arrive more than 5 minutes late without a valid reason then your EMA payment may be stopped.

## ➤ **Study Leave**

You will receive your weekly EMA payment during study leave before your exams, until you have sat your final exam. If you fail to attend for an exam during Study Leave, your EMA payment will be stopped for that week.

## ➤ **Study Periods**

Study periods are an important part of any student's work timetable and so you are encouraged to use your non-lesson time effectively. Study time will be in the study facilities or in the library when other groups are not using it. You will be expected to work quietly and to ensure that other students are able to get on with their work uninterrupted. The study facilities can also be used before and after main teaching hours, during break and lunchtimes.

**The common room are not available for use during study periods.**

## ➤ **Home Study**

At the start of the year, each Year 13 student will be able to choose two hours of timetabled home study per week. Ms Wilkinson will keep a record of this. When you come into the Centre from home study you will need to sign in on the home study signing in/out sheet. However, if your home study time means you have to leave the Centre, then you will need to sign out on the home study signing in/out sheet. It is essential for Health & Safety that these signing in and out procedures are adhered to.

## ➤ **Part-time Work**

Whilst we support the benefits of part-time work this must be limited to a maximum of 5 – 10 hours per week. Exceeding these hours will seriously affect your chances of success at AS and A2 and may jeopardise your place at the Centre.

## ➤ **Homework**

Students are expected to spend at least **five hours per subject** on homework and subject related reading. They should make effective use of their non-contact time by working in a study room so that they do not have to fit all 15/20 hours into non-school time.

## ➤ **Valuables**

If you choose to bring valuables into the Centre including mobile phones then you must take full responsibility for any loss or damage. You will have the opportunity to have a locker but it is not advisable to leave valuables or money in lockers.

**If you require a locker please see Mrs Parker or Ms Wilkinson for further details.**

## ➤ **Cars and Parking**

Parking on both sites is for Staff and Visitors only due to limited space and the number of pupils. **Students must never drive or park their vehicle on site.** Students who have passed their test and wish to drive their vehicle to the Centre must park responsibly in the neighbourhood.

## **HEALTH AND SAFETY**

### ➤ **What is required of you the student?**

- On Centre premises you must take responsibility for your own health and safety and that of other persons who may be affected by what you do or do not do.
- You must not intentionally interfere with, or misuse anything that has been provided in the interest of health, safety or welfare.
- You must report any accident, however trivial, to a member of staff immediately.
- You should report any damage to the building or property immediately to reception.

### ➤ **What can you do to help?**

- Follow the health and safety procedures in particular areas.
- Keep the environment tidy as untidiness can create danger.
- Do not work in workshops or laboratories without supervision.
- Bring to the attention of a member of staff anything that appears dangerous or unsafe.
- Make yourself aware of the fire procedures and in the event of the alarm sounding; follow the directions of staff without question.

### ➤ **What to do if you are ill?**

- If you have special health problems make sure your tutor knows, and if you are following a course of medication, just bring in enough for a day at a time.
- If you are taken ill on either site, then you must see the medical officer (Mrs Nethercott at LCS or Mrs Kay at DMCSCT), Head/Assistant Head of Centre, or Mrs Parker/Ms Wilkinson.
- Under no circumstances should you just sign out 'ill' without seeing anyone. We are legally responsible for you and if you should collapse on the way home or while alone at home, we are liable. The person you see at the Centre will make a decision about (a) whether you need to go home and (b) informing your parent/

guardian.

## **WHAT TO DO IN CASE OF A FIRE**

- The fire bell is a continuous ring of the school bells.
- Do not waste time collecting personal belongings.
- Make your way quickly and quietly to the 'Assembly Area'.
- Once you arrive at the 'Assembly Area' form a line in alphabetical order and WAIT IN SILENCE.
- The school 'Assembly Area' is on the school field at LCS and on the left tennis court behind Stenson Building at DMCSCT.
- At both sites the route is posted in each classroom. Familiarise yourself with the route as this varies depending in which part of the building you are in.

# **STUDENT CONTRACT**

The Student – your commitment

During my time at the Millennium Centre I will:

- Work hard to the best of my ability and accept responsibility for learning.
- Be organised and make good use of private and home study time.
- Be punctual to registration and lessons.
- Sign in and out of the centre after home study or crossing sites.
- Attend all timetabled sessions including Private Study periods. (the centre expectation is that all students achieve 95% attendance or more)
- Inform the centre if I am absent due to sickness before 9.30am.
- Follow the Millennium Centre dress code and dress smartly at all times.
- Not do more than 7 hours a week in a part time job and none at all during the school day.

## **Dress Code**

- I agree to follow the dress code. I understand that if I fail to meet the code I will be asked to go home and change.
- I will only use my mobile phone, MP3, Ipod and headphones while in the common rooms and they will not be visible in lessons or other parts of the school.

## **Internet**

- As a school user of the internet I will follow the guidelines set out in the Essential Guide for students. By signing this contract I agree to comply with the centre rules. I will use the network in a responsible way and understand the sanctions, which will be imposed if I violate the rules.

## **Leaving Site at Lunchtime**

- The centre believes that the lunch period offers a number of opportunities for students to become involved in a range of extra curricular activities, to organise them for younger students or even just to socialise with others. We therefore encourage students to stay on the premises; however, many post 16 students prefer to leave the site at lunchtime. The legal situation is that students who remain on site are the centre's responsibility but those who choose to leave the site are the responsibility of their parents/guardians.

## **STUDENT GUIDELINES FOR INTERNET USE**

This Responsible Internet Use statement is designed to protect students and the Centre by stating clearly what is acceptable and what is not.

- Access may only be made via the user's authorised account and password, which must not be disclosed to any other person.
- School computer and Internet use must be appropriate to the student's education.
- Details of any unsuitable website must be reported, at once, to the Network Managers.
- Copyright and intellectual property rights must be respected.
- Users' Internet access may be monitored, including web and email use.
- Files and documents stored anywhere on the Centre's systems may be examined and if inappropriate, will be deleted without warning.
- Users are responsible for e-mail they send and for contracts made. Email messages should be polite and carefully written.
- Users should not give out personal details over the Internet. Remember: You cannot be certain who is reading your messages.
- Anonymous messages and chain letters must not be sent.
- No attempt must ever be made to conceal the identity of the user.
- The use of public chat rooms is not allowed.
- Social Networking Sites - Students are advised against revealing personal information, especially specific contact details, dates of birth, on social networking sites. Students are reminded that security settings on these sites can be changed to restrict viewing privileges for people who are not your 'friends', and are advised to adapt these settings to increase their personal security. They are also reminded that employers and universities are increasingly using these sites as a way to 'check up' on applicants before making offers of jobs/university places. Consequently students should be careful that entries/photographs displayed on or linked to their profiles should be appropriate. Once inappropriate material is in the public domain, there is no stopping it! In addition students are advised against making inappropriate comments about the schools/Centre or members of staff on these sites. Such actions will be regarded very seriously.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Personal commercial transactions (buying and selling) on the Internet are strictly prohibited.
- The security of the Centre's ICT systems must not be compromised.

***Irresponsible use may result in the loss of Internet access and other disciplinary sanctions. Gross abuse of Internet use e.g. for personal gain or to access pornographic material will result in serious disciplinary procedures, which may include exclusion/dismissal and police involvement.***