

Welcome To Duff Miller

59 Queen's Gate
South Kensington
London
SW7 5JP

Telephone: 0207 225 0577

Facsimile: 0207 589 5155

E-mail: admissions@duffmiller.com
registrar@duffmiller.com

Website: www.duffmiller.com

Personal Details

Name: _____

Address: _____

Telephone: _____

Mobile: _____

In case of an emergency please contact:

Welcome!

The teaching and admin staff welcome you to Duff Miller.

Who are we?

Principals

Clive Denning

Chris Kraft

Phil O'Malley - Director of Studies, Examinations Officer

Marcia Denning - Head of GCSE Studies

Bill Symes - Head of English, Film & History of Art

Dave Costin - Head of Maths

Gareth Davies - Head of Chemistry

Derek Wall - Head of Social Sciences & Economics

Ghislaine Dalle - Bursar

Lauren Davies - Admissions Manager

Rachel McDonagh - Registrar

Marcia Denning - Senior Administrator inc. Attendance

At the moment this will be just a list of names to you but you will soon settle in and get to know who we are!

Dates for your Diary!

Term Dates :

Autumn Term begins:	8 th September 2010
Half Term:	24 th October - 28 th October 2010
Term ends:	16 th December 2010
Spring Term starts:	5 th January 2012
Half Term:	13 th February - 17 th February 2012
Term ends:	30 th March 2012
Summer Term starts:	16 th April 2012
Term ends:	22 nd June 2012

Parents' Evenings :

Parents' evening will be held on Monday 7th, 8th and 9th of November 2011 and Monday 12th and Wednesday 14th March 2012. A letter will be sent out to notify parents of which dates apply to you.

Please note that holidays should not be taken outside of the college break dates. If you are travelling overseas, please ensure that you return on time to resume your studies without missing lessons.

Watch the notice board for additional information.

Daily Life

At

Duffs

Daily Life at Duff Miller

The teaching day begins at 9am and at the beginning of every lesson an electronic register is taken. All absences are collected and passed to the front office. If your name appears on the list a call will be made to your home to check if everything is alright. To save time it is easier if you ensure that a parent or guardian call us to notify us of your absence. This action will also ensure you are marked with an authorised absence.

Our telephone number is 0207 225 0577

Academic success is largely down to attending all your lessons. Your timetable is not "a la carte" and therefore you can't pick and choose which lessons to go to! It is an unfortunate fact of life that you will never get good grades staring at the décor in some coffee bar with your friends!

Your tutors will set you regular homework assignments. Make a note of what you have to do and when it is due in. For those of you who lose the scraps of paper that you have written the details on it might be worth asking for a homework diary! If you are absent please ensure that you ask your classmates for details of set work. Like the attendance of lessons your homework is also obligatory in nature! It is designed to aid your studying and demonstrate your academic skills. If you want good grades then you must accept that you have to work effectively - homework is one way of helping you to do this.

Arriving for class

Please ensure an extra ten minutes for your journey to college so that you arrive on time for your lessons. Tutors are bored rigid with the "there was problems with the tube" excuse!

Three late arrivals may lead to further disciplinary action

Mobile phones must be switched off before you enter the classroom otherwise they will be confiscated!

Useful Contacts:

London Transport
0207 918 4000

London Travelcheck
0207 722 1200

National Rail Enquires
08457 48 49 50

The Staff Room:

Tutors at Duff Miller will always try to see you when you need them. The staff room is however a private room allocated for staff only. Please do not enter without permission. Use of the photocopier is permitted but the staff always have priority use over students.

Equal Opportunities

To ensure every students happiness at Duff Miller you must be aware that this is an equal opportunities college. This means that discriminatory comments will not be tolerated. In particular remarks of a racist, sexist or homophobic nature are completely unacceptable under any circumstances.

Computing at Duff Miller

Even if you are not studying a computer related subject it will be difficult to avoid using one. Today, you will almost inevitably be required to word process your coursework.

Feel privileged - you are about to start the academic year with newly equipped computing amenities.

If you don't have access to computer facilities at home fear not, there should be a computer available for you. There need never be an excuse for not completing assignments!

You may use the internet, but be warned we will know if you have a penchant for naughty web sites!

The net is a really useful study tool - your tutor should be able to advise you about relevant subject sites. You will also be able to send and collect you email.

Text Books

You will be required to purchase textbooks for your studies. Your tutor will give you a list of what is required. It is in your best interest to purchase the books immediately.

To ensure that you don't forget which texts you need fill in the "to buy" list.

Textbook "to buy" list

Title, Author, Publisher

Libraries

You will be required to carry out research to complete various assignments whilst studying at Duff Miller. This requires using a vast array of sources of information. A visit to a reference library will be essential. High Street Kensington has such a library located behind McDonalds. It has excellent facilities and is only a ten minute walk away or if you prefer travelling by underground, one stop away on the Circle line.

Pastoral Care

including

policies

Personal Tutors

Every student enrolled at Duff Miller will be assigned a personal tutor. Each one will have a small group of students for whom they will be responsible. Their role is two-fold - to provide academic guidance and pastoral care.

Your personal tutor will monitor your overall performance and be readily available to discuss this with you. They will ensure that reports are sent to your home twice a term and will see your parents at our parents' evenings. Personal tutors encourage a close relationship with parents and are always happy to speak to them about any matters of concern.

Make a note of your personal tutors' name here:
(You can also find their name on the top right of your timetable)

Duff Miller also has three senior personal tutors. These tutors have students allocated to them when we feel the students need extra attention regarding their academic studies.

Pastoral support Child Protection

The Children Act 1989 - Gives every child the right to protection from abuse and exploitation and the right to have enquires made to safeguard his or her welfare.

Child Protection Procedures - Duff Miller has procedures in place for handling suspected cases of abuse of pupils, but the responsibility for investigating such cases lies with other agencies.

The Principal has:

- Put in place procedures for handling cases of suspected abuse, (including allegations against teachers), which are consistent with those agreed by the local Area Child Protection Committee and easily available to all staff for reference.
- Appointed two designated members of staff to co-ordinate action within the school and liase with other agencies on suspected abuse cases.
- Ensured that the designated members of staff receive appropriate training and support
- Ensured that all staff are alert to signs of possible abuse and know to whom to report any concerns or suspicions.
- Made copies of the school's child protection policy so that parents are aware of Duff Miller's stance.

Procedure

In all cases where abuse is suspected or a sustainable allegation is made, tutors and other members of staff should report the information to the designated tutors.

The designated tutor should refer these cases to or discuss them with the investigating agencies according to the procedures established by the local Area Child Protection Committee and by the LEA.

If the designated tutors are unsure about whether a case should be formally referred or has a general concern about a student's health or development, he or she can seek advice and support from the local social services department, the NSPCC or the LEA's child protection co-ordinator.

The designated tutors are: Marcia Denning

The Education Welfare Officer may also be able to offer advice.

Whether or not to make a referral, which could activate a child protection investigation, is a serious decision and will require careful judgement. The Principal, Clive Denning, will be advised at all times. When referring a case of suspected or alleged abuse, the designated tutors should ask to be informed of the timing of the strategy discussion between the statutory agencies which will decide whether and how to investigate. The designated teacher may wish to clarify with the investigating agencies when, how and by whom the parents and the child will be told that a referral has been made.

A member of staff, either the designated tutors or the member of staff who knows the student best, will contribute to the strategy discussion the school's knowledge of the student.

Designated Tutors

The designated tutors have specific responsibility for the co-ordination of child protection procedures within the college and for liaison with social services and other agencies.

All staff are aware who the designated tutors are as all cases of suspected abuse should be reported to him or her in the first instance.

The designated tutor is: Marcia Denning

Duff Miller Drugs Policy

Statement of Policy on Substance Use and Misuse

The school condones neither the misuse of drugs and alcohol by members of the college, nor the illegal supply of these substances.

The school is committed to the health and safety of its members and will take action to safeguard their well being.

The school acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, will seek to persuade pupils in need of support to come forward.

In response to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its pupils, the school believes it has a duty to inform and educate young people on the consequences of drug use and misuse.

The school takes a pro-active stance on this matter, believing that health education is a vital part of the Personal and Social education of every pupil.

Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

Whilst we acknowledge that the number of young people who use and misuse substances is rising, it is seen as important to recognise that a larger number of young people are choosing not to use or misuse substances. We will continue to support their differing needs.

We believe and support the following educational aims in respect of substance use and misuse:

- To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- To provide accurate information about substances
- To increase understanding about the implication and possible consequences of use and misuse
- To encourage an understanding for those experiencing or likely to experience substance use to widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS
- To seek to minimise the risks that users and potential users face
- To enable young people to identify sources of appropriate personal support
- These aims are fulfilled through aspects of the pupil's experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver in the taught curriculum mainly through PSHE, Science and English areas, but other opportunities to reinforce learning will occur in other parts of the teaching programme. The college actively co-operates with other agencies such as Community Police, Social Services, LEA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse. Visitors who support the school will be informed of the values held within this policy.

The Roles of the Principal and CIFE

The Principal takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, and appropriate outside agencies and for the appointment within the school of a Substance Co-ordinator - Alex Dyer, who will have general responsibility for handling the daily implementation of this policy. The Principal will ensure that all staff dealing with substance issues are adequately supported and trained.

In instances involving substance misuse or supply on the premises, and following discussion between staff members who know the pupil well, parents will be informed at the earliest opportunity by the Principal. The college and the parents can then work together to support the young person involved.

If a young person admits to using or supplying substances off the premises, the tutor's discretion will be involved, but informing the Substance Co-ordinator is appropriate action. The Co-ordinator should inform the Principal, who will inform the parents.

There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, Duff Miller cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are continuing to be sold on the premises, details regarding those involved as well as as much information as possible, will be passed to the Police Liaison Officer or Community Affairs Department.

The Governing Body will be involved in substance education and substance related incidents in the same manner as any other matter concerning the direction of the college.

The college will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other college members and the local community. Permanent exclusion is seen as a last resort as it may only transfer the problem.

Regarding the welfare of staff, the college will follow the Royal Borough of Kensington and Chelsea borough Council Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

The Principal will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the college will take appropriate advice and guidance from the CIFE Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the college.

A COPY OF THIS POLICY IS HELD IN THE FRONT OFFICE

Bullying

Sadly all schools will have a problem with bullying at some time. It is, thankfully, not a big problem here at Duff Miller. We have, however, ensured that we have developed an anti-bullying policy so that if you are a victim or are the bully, issues can be dealt with swiftly.

A policy helps to make sure that prevention is better than cure.

Bullying behaviour includes:

- Name calling and teasing
- Physical violence
- Threats
- Isolating individuals from group activities
- Homophobic bullying

Students sometimes bully because:

- They don't know it's wrong
- They are copying older family members whom they admire
- They haven't learnt better ways of mixing with other people
- They might be having a bad time and are trying to deal with aggressive feelings

If you are being bullied see your personal tutor immediately.

When you speak to them:

- Keep calm
- Be specific about what has happened
- Remember dates, place and names of those involved
- Make a note of the action that Duff Miller will take
- Keep in touch with your personal tutor and let them know if things improve as well as if the problem continues

If you are not satisfied:

- Make an appointment through the front office to see Clive Denning/Chris Kraft
- Keep a record of the meeting

If you are the bully:

- Your parents will be informed
- They will be asked to meet your personal tutor
- A strategy will be developed with your parents, your personal tutor and yourself

Important helplines

Anti-bullying campaign

020 7378 1446

Careline (tele counselling)

020 8514 1177

If you need to make an appointment to see Clive Denning/Chris Kraft ask at the front office

Smoking Policy

If you are sixteen years or over you are allowed to smoke in accordance with the following exclusion zone rules;

- Under no circumstances are you allowed to smoke on the premises
- Under no circumstances are you allowed to sit on the Duff Miller steps or any other residential steps.
- No one is allowed to smoke between Baden Powell House and Queens Gate Gardens.
- Please do not drop any cigarette butts or litter on the public path anywhere near Duff Miller.
- If you break any of these rules you will be sent to the Principal for further disciplinary action.

Attendance

and

EPP Policies

Attendance/Lateness and EPP Policies

Introduction

The following sets out the general policy for lateness of students and for their absence from classes and examination practice periods (EPPs). As with other policies, this must be fair and even-handed in its application with definite procedures followed in all cases.

1. The timing of classes should be tutor led, following the rules written in the staff handbook. Classes should start within five minutes of the appointed time and finish no earlier than five minutes prior to the end time. Mid-lesson breaks should not exceed ten minutes.
2. Students who are absent from or late for, classes should be noted in the tutor's attendance registers. It is essential that these are kept up to date as they form an important part of the Director of Studies (DS) monitoring of attendance, lateness and absence from EPPs. Registers and examination marks will be monitored and collated by the DS and cross-referenced with the attendance register in the front office.
3. Persistent lateness or absence will be reported to the Principal. It will then be up to his discretion as to how he investigates the matter, with the help of the student's academic tutor. Although the Principal does not have a fixed number of indiscretions before a warning is given, he does have the authority either to suspend the student or recommend expulsion to the Principal in the worst cases.
4. When a formal warning is given in writing to parents it will be made clear that further lateness, absence etc will result in suspension/expulsion from the college.

Overview Procedure for Lateness and Absenteeism

- DS monitors lateness and absenteeism
- This is cross-referenced with the front office book which will confirm justification of absences and lateness for some students.
- Continuous absence or lateness will result in verbal warning from Principal.
- If this persists, a letter will be written and sent to the parents.
- The parents will then be brought in to discuss the problem with the Principal.
- Suspension or expulsion may then result.

EPP format

- Compulsory for all A3's (weekly per subject)
- Compulsory for all A1's and A5's (fortnightly per subject)
- They will take place on Monday, Wednesday and Friday between 4-6pm
- Each EPP should be one hour in duration
- All tutors must give the exam papers to the invigilator by midday on the day of the EPP
- Results must be recorded on a sheet which is provided by the DS and then given to DS for collating early in the next week.

NB. EPPs start in second week of term. A timetable will be provided indicating subject days.

Overview Procedure for EPP results

- The DS collates results and spots weak academic performance and poor EPP attendance
- This is reported to the Principal
- The Principal then discusses the students' academic potential in relation to their EPP results with the relevant subject tutor
- If appropriate, Principal gives the student a verbal warning
- If the problem continues a letter is sent to the parents
- Persistence will result in the parents being brought in to see the Principal
- This could then result in a possible change in their academic profile or the student being withdrawn from certain public examinations

Lateness and Absenteeism Student Draft

- Lessons start at 9.00am, 11.10am, 2.00pm, 4.10pm. There will be 5-10 minute breaks in the middle of each 2-hour block
- Your attendance and lateness will be monitored by the Director of Studies
- If either of these becomes a problem you will be referred to the Principal who will discuss the problem with you.
- If there is no change in attendance or lateness a letter will be written to your parents.
- Finally, if no improvement occurs your parents will be brought in for consultation about the matter. It will be at this stage that suspension or expulsion may be considered.

Personal

If you have moved away from home you need to register with a new GP

All UK residents have the right to be registered with a GP to be advised, treated or referred to a specialist.

Once you are aged 16 you can visit a doctor on your own knowing that you will be treated confidentially. If you are under 16 it is up to the doctor whether they see you on your own. Whilst you are in full-time education you will not have to pay for prescriptions.

Remember - if you have moved away from home you also need to register with a new dental practice

If you are under 18 treatment is free. Students over 18 need to fill in form HC1 which can be obtained from the dental practice to get free or partially free treatment.

How can I find a GP or Dentist?

Ask at your local library, Citizens Advice Bureau or call the NHS Helpline on 0800 665544

Useful numbers

Family Planning Association
020 7837 5432

Terrence Higgins Trust
020 72420810

Brook Advisory Service (contraception and sexual health)
0800 0185 023

Eating Disorders Association
01603 765 050

Make a note of your GP's telephone number here

.....

Make a note of your Dentist's telephone number here

.....

Personal Safety

If you are a victim of crime you can ring Victim Support who can offer advice and counselling. Telephone 020 8960 4613

Useful number - Rape Crisis Line 020 7837 1600

Money

Before you open an account it is worth shopping around to see what each bank is offering. Most of the major banks offer freebies as temptation but remember that most people stay with their bank for life and therefore you need to consider the long term benefits of the company you choose.

Banks that have branches locally to Duff Miller include:

Lloyds TSB

HSBC

National Westminster Bank

Barclays Bank

After Duffs

including

UCAS

application

Careers and UCAS applications

Your careers and UCAS advisor are Gareth Davies and the Co-Principals. Most Duff Miller students seek places in higher education and consequently most careers advice is focused on the successful completion of a UCAS application form.

The "Personal Statement" section is of the utmost importance. It is here that students give personal information about themselves and justify their degree choices to the admissions tutors. Duff Miller aims to give advice to you the student by close supervision of your statement. The aim is to get you to write about yourself under the following headings: Experience, Achievements, and Aspirations.

We will help you to make your degree choices fit your statement. Experiences will be analysed to draw out their specific contribution to your development. This is very important for medicine, dentistry and veterinary science. The tutors stress that they need to know what potential candidates have learnt and gained from their experiences shadowing professionals.

Increasingly GCSE grades have been pushed up by teachers with a detailed knowledge of examination requirements. The balance in very competitive subjects is often topped by a good application form and interview. Duff Miller gives students interview practice. As tutors we work hard endeavouring to anticipate the type of questions which medical and dental schools will receive at interview. English and Drama students often receive auditions and interviews once again, the tutors hold mocks whilst the drama students develop the skills needed for success at auditions.

Applications to Oxford and Cambridge are monitored by staff. We have some links with King's College, Cambridge and Exeter College, Oxford. Oxbridge is highly competitive but students are encouraged to win a place and are warned of the potential pitfalls.

Most subject offers are now made on the strength of the UCAS form only. The tutors make predictions and file reports which are adapted into a report that is part of the application. This report is judged by the admissions tutor who make their offers based on the college's reference.

Tutors make every effort to write encouraging positive references, which catch the eye of the Universities.

Personal consultations with students are held as soon as they arrive to determine their future applications and advise them on how they present themselves. Teachers are available to advise on UCAS and clearing processes throughout the year. Chris Kraft heads the medical programme and our Principal, Clive Denning, is always in a position to advise.

Gap Year

Some of you may have decided that although you want to go to Uni you are going to take a year out. This is a golden opportunity to really expand your horizons in so many ways.

You might want to travel or do voluntary work, or perhaps rise to the challenge of experiencing a culture and social circumstances different to your own by combining the two!

There are several organisations who offer the chance to work abroad.

Camp America, based in Queens Gate, appoint some 8000 young people over the age of 18 from all over the world to work at their children's summer camps in North America. Prepare to be interviewed. Commitment to your role is essential.

Gap Activity Projects run voluntary projects all over the globe. There is a variety of work available usually lasting for 4-11 months. If after the interview you are selected, travel and accommodation is arranged by G.A.P. Be aware that all this will cost you anything between £500 and £2000. Telephone 0118 959 4914

Kibbutz - this is a very different way of living and working in a commune or village in Israel. Everyone is treated equally and all jobs are rotated within the kibbutz. Possessions are limited to a few personal items. Commitment is for a minimum of 6 weeks depending upon the time of year. Telephone 020 8458 9235

Examination

and

coursework

info

Examination Information

Duff Miller's examination officer is Dr Phil O'Malley.

Warning

All examination entries are YOUR responsibility.

You will have to collect and return a completed examination entry form, which must have been signed by your tutors.

All deadlines are to be adhered to.

Any amendments to your exam entries at any point throughout the year must be presented in WRITING to Phil O'Malley.

Verbal instructions to tutors or the Examinations Officer do NOT constitute official amendments and will NOT be communicated to the board.

You must put any query or change in writing and give it to Phil within allotted times.

You are entirely responsible for reading all literature and complying with all instructions and deadlines set by Duff Miller and the examinations board

Calculators and examinations

You are reminded of the regulations for the use of calculations and the restrictions on the functions they are allowed. Candidates may not use any calculator that has the facility for manipulating symbolic algebra.

The calculators in question are the Texas TI 92 and the Casio fx 9770G. These calculators have the facility for manipulating symbolic algebra and so they or any other calculators which have this facility may not be used in any AS/A level examinations.

Please ensure that you read the notice to candidates signposted around the college building. If you are unable to locate one please see Phil.

GCE AND GCSE AWARDING BODIES

NOTICE TO CANDIDATES

This notice has been written to help you.

Read it carefully and do what you are asked.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. REGULATIONS

MAKE SURE YOU KNOW THE RULES

1. You must be on time for all examinations. If you are late, your work might not be accepted.
2. You must not become involved in any unfair or dishonest practice in any part of the examination.
3. You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment (for example: calculator cases/instruction leaflets, bags, pencil cases, personal TV/stereos, electronic or radio communication devices, including mobile telephones).
4. You must not talk to nor disturb other candidates once the examination has started.
5. For examinations longer than one hour, you are not allowed to leave the examination room until at least one hour after the published starting time. IF you are allowed to leave before the end of the examination, you will not be allowed to return.
6. If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.

B. INFORMATION

MAKE SURE YOU ATTEND

1. Know the dates and times of your examinations
2. Arrive at least ten minutes before the start of each examination
3. If you arrive late for an examination, report to the Invigilator running the examination.
4. If you arrive after the examination has ended, you will not normally be allowed to take it.

PROVIDE WHAT YOU NEED

5. Leave outside the examination room or with the Invigilator anything which you do not need or which is not allowed.
6. Take into the examination room the pens, pencils, rubbers and any instruments which you need for the examination.
7. You must write in BLUE OR BLACK INK, except for multiple choice test papers. Coloured pencils or inks may be used only for diagrams, maps, charts etc.
8. You may not borrow anything from another candidate during the examination.

C. CALCULATORS, DICTIONARIES AND COMPUTER SPELL-CHECKERS

1. You may use a calculator, unless you are told you must not.
2. If you use a calculator
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - do not bring into the examination room any operating instructions or prepared programs
3. You must not use a dictionary or computer spell-checker unless you are told that you may do so.

D. EXAMINATION INSTRUCTIONS

1. Listen to the Invigilator and do what you are asked to do.
2. Tell the Invigilator at once,
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper,
 - if the question paper is incomplete or badly printed
3. Read carefully the instruction printed on the question paper and/or on the answer booklet. Do what they ask you to do.
4. Fill in the details required on the front of the question paper and/or the answer booklet before the start of the examination.
5. Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

E. THE END OF THE EXAMINATION

1. If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together before you leave.
2. You must not leave the examination room until the Invigilator tells you to do so.
3. You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

GCE AND GCSE EXAMINATIONS NOTICE TO CANDIDATES COURSEWORK

This notice has been written to help you.
Read it carefully and do what you are asked.
If there is anything you do not understand ask your teacher.

A. REGULATIONS

1. The work which you submit for assessment must be your own.

However, you may:

(a) quote from books or any other sources: if you do, you must state which ones you have used;

(b) receive guidance from someone other than your teacher: if so you must tell your teacher, who will record the nature of the assistance given to you.

2. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

3. When you hand in your coursework for assessment, you may be required to sign that you have understood and followed the coursework requirements for the subject.

B ADVICE

1. Keep to the deadlines your teachers set.
2. Take care of your coursework and keep it safe.
3. Ask your teacher if you need any guidance.
4. If you have been away and have any problems with completing your coursework, talk to your teacher.

ALWAYS REMEMBER - YOUR COURSEWORK MUST BE YOUR OWN



Cyber Bullying Policy

Introduction

Cyber Bullying is the use of a mobile phone or the internet to deliberately upset someone else by threat and intimidation; harassment; vilification/defamation; impersonation or unauthorised publication of private information or images. It can invade the home and personal space, and can also involve large numbers of people – students, staff and family members. Duff Miller is committed to helping all members of the college community to have the knowledge and skills to use technology safely and responsibly.

Aims of Policy

The following are the aims of our policy:

- 1) To ensure that all our students, parents and staff are aware of the possible consequences of cyber bullying.
- 2) To have procedures in place to prevent cyber bullying within our college community.
- 3) To have measures in place to deal effectively with any case of cyber bullying should they arise.

Policies and Practices

The Anti – bullying co-ordinator at Duff Miller is **Marcia Denning**. She is responsible for overseeing the practices and procedures outlined in the policy and also for ensuring staff receive training in identifying cyber bullying should it occur. She will also ensure that good records of any cyber bullying incidents are kept and that rules concerning this, and the sanctions which follow, are published to all students and parents through the Duff Miller student Handbook and Duff Miller website. The disciplinary procedures which will follow an incident of cyber bullying will be the same as those outlined in the general disciplinary procedures policy. We reserve the right to confiscate mobile phones from students, to ask them to delete offending content, or in the case of any actual or suspected illegal content, to inform the police. In all cases, staff and students are advised to preserve evidence and a record of abuse, save phone and messages and to record or save - and- print instant messenger conversations.

Policy Written January 2011

Complaints Procedure

Duff Miller had long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have complaint they can expect it to be treated by the school in accordance with the procedure set out below:

Stage I – Informal Resolution

- (a) It is hoped that most complaints and concerns will be resolved quickly and informally.

- (b) If parents have a complaint they should normally contact their son/daughter's personal tutor. In many cases, the matter will be resolved straightaway by this means to the parent's satisfaction. If the personal tutor cannot resolve the matter alone it may be necessary for him/her to consult either the Vice Principal (for A-Level students) or the Head of GCSE Studies (for GCSE students).

- (c) Complaints made directly to the Principal will usually be referred to the Vice Principal or the Head of GCSE unless the Principal deems it appropriate to deal with the matter personally.

- (d) The Personal Tutor will make a written record of all concerns and the date on which they were received. Should the matter not be resolved within seven days and in the event that the Personal Tutor and the parent fail to reach a satisfactory resolution the parents will be advised to proceed with their complaint in accordance with stage two of this procedure.

Stage II – Formal Resolution

- a) If the complaint cannot be resolved on an informal basis then the parents should put their complaint in writing to the Principal. They will then decide, after considering the complaints, the appropriate course of action to take.
- b) In most cases the Principal will speak to or meet the parents concerned, normally within five days of receiving the complaint, to discuss the matter. If possible a resolution will be reached at this stage.
- c) It may be necessary for the Principal to carry out further investigations.
- d) A written record of all meetings and interviews held in relation to the complaint will be made.
- e) Once the Principal is satisfied, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Principal will also give reasons for their decisions.
- f) If parents are still not satisfied with the decision they should proceed to stage three of this procedure.

Stage III – Panel Hearing

- a) If parents seek to invoke stage three (following a failure to reach an earlier resolution) they will be referred to The Secretary of the Council for Independent Further Education who has been appointed by the proprietor of Duff Miller to call meetings of the complaints panel.
- b) The matter will then be referred to the complaints panel for consideration. The complaint panel will consist of three persons not directly involved in the matters detailed in the complaint, one of whom is independent of the management and running of the school. Each of the panel members shall be appointed by the proprietor. The convenor, on behalf of the panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within ten days.
- c) If the panel deems it necessary, it may require that further particulars of the complaints or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than three days prior to the hearing.
- d) The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- e) If possible the panel will resolve the parent's complaint immediately without the need for further investigation.
- f) Where further investigation is required, the panel will decide how it should be carried out. After due consideration of all the facts the panel will reach a decision and may make recommendations which it shall complete within fourteen days of the hearing. The panel will write to the parents informing them of its decision and the reasons for it. The decision of the panel will be final. The panels findings and, if any, recommendations will be sent in writing to the parents, Principal, the Proprietor and where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6 (2) (j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the schools inspection; or where any other legal obligation prevails.

Policy to Safeguard and Promote the Welfare of Students

1. Introduction

The over-riding consideration in this policy is to safeguard and promote the welfare of students who attend Duff Miller. The colleges' Child Protection procedures are attached, but it should be stressed that the college does not investigate Child Abuse, but still has an important part to play at the recognition and referral stage.

School staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Early recognition of abuse or neglect can prevent serious harm to children by ensuring that appropriate action is taken and help is offered when it is likely to be most effective. Any delay in drawing attention of the designated tutor and RBKC to any worries or concerns about possible abuse or neglect, can increase the risk to the child.

1. Action

All staff must be aware of the child protection procedures at Duff Miller and also to read and understand the RBKC Child Protection guidelines. Teachers must report any concerns, suspicions or disclosures to one of the designated members of staff. If possible, precise descriptions should be recorded of visible signs of neglect and/or injuries. A record should be made, if possible, of how they have been caused.

2. Management Responsibilities

The Principal has overall responsibility to safeguard and promote the welfare of students. This includes ensuring that all procedures used are safe and in compliance with the Management of Health and Safety at work regulations. It is also the Principals responsibility to ensure that the Child Protection Plan is carried out, that there is liaison between all personnel involved, and that all staff have read and understood RBKC guidelines for Child Protection.

Appendix

At the beginning of term, Transport for London, Oyster photocard application forms can be collected from the Post Office for 16+, all 18+ applications must be completed online. There is £10 charge for the cards but the amount you can save from your daily travel will make it worth it.

All students should bring a passport size photograph to the main office in order to receive a Duff Miller student card. We will also take a digital photograph on registration day to add to our computer file on you.

Duff Miller Student Handbook 11/12

