



Dear Parent/Guardian,

We are looking forward to welcoming your child to our school.

In the UK, a student under the age of 18 is legally considered a **child**. As such, all members of the school community (staff, homestay providers, group leaders and parents and/or legal guardians) have an extra **Duty of Care**.

This document is required for all students under 18 arriving from ALL countries and must be returned to Capital School of English before travelling to the UK.

**STUDENT INFORMATION**

Full name of student: \_\_\_\_\_

Student number (if known): \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Passport Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION & 24 HOUR EMERGENCY CONTACT**

Please make sure we are able to use the contact details below in case of emergency.

Parent / Guardian 1

Parent / Guardian 2

Full name: \_\_\_\_\_

Relation to the child: \_\_\_\_\_

Telephone Number: + \_\_\_\_\_ + \_\_\_\_\_

(required -  
inc. country code)

Email address: \_\_\_\_\_ @ \_\_\_\_\_ @ \_\_\_\_\_

Languages spoken \_\_\_\_\_

**MEDICAL CONSENT**

In order for us to provide a safe and secure place for your child, please let us know details of any medical conditions. Does your child have:

Diabetes Yes No

Asthma or bronchitis Yes No

A heart condition Yes No



Epilepsy	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches or migraines	Yes	No
Allergies e.g. materials, food	Yes	No
Travel sickness	Yes	No
Loss of sight	Yes	No
Colour-blindness	Yes	No
Loss of hearing	Yes	No
Any history of mental health problems	Yes	No
Any history of eating disorders	Yes	No
Any history of allergies to medication	Yes	No
Special Education Needs	Yes	No
Anything else we need to know? _____		

If yes to any of the above, please give more details: \_\_\_\_\_

Is your child on regular medicine? Yes No  
If so, what? \_\_\_\_\_

Will your child bring any medicines with them? Yes No

Will you give consent for your child to take lateral flow tests, as and when it is required in order to follow the school's safety protocols Yes No

**NOTE: I understand that Capital School of English staff and homestay providers will not give any medicines including ibuprofen, aspirin and paracetamol. In the UK 'mild medicines' such as ibuprofen, aspirin and paracetamol are legally available to buy for anyone over the age of 12.**

**EMERGENCY HOSPITAL TREATMENT**

In the UK for some procedures, including operations, a consent form must be signed.

**Consent for children and young people:** People aged 16 or over are entitled to consent to their own treatment. This can only be overruled in exceptional circumstances.



**Consent must be informed and understood:** If a decision cannot be made due to a lack of understanding of English, health professionals will make a ‘best interests decision’ about whether a specific treatment is necessary.

For more information visit: <https://www.nhs.uk/using-the-nhs/nhs-services/hospitals/staying-in-hospital-as-an-inpatient/>

In an emergency, do you give a member of the designated safeguarding team or your child’s homestay permission to sign consent for an emergency operation? Yes No

**In an emergency, every effort will be made to contact you as quickly as possible. However, I/we understand that health professionals will make a ‘best interests decision’ about whether a specific treatment is necessary.**

**PHOTOS**

**MARKETING**

Do you give permission for your child’s photo or video to be used for the following marketing platforms: Brochure, Website, Leaflets, Posters, Handbook?

Yes No

**SOCIAL MEDIA**

Are you happy for your child’s photo or video to be uploaded to social media platforms including Facebook, Instagram, Twitter, Youtube and other social media platforms?

Yes No

Are you happy for your child to appear Live on Instagram or Facebook or on Instagram stories?

Yes No

If your child uses the tag @capitalschool are you happy for us to repost their images to our feed?

Yes No

Although the school will try its utmost to prevent unauthorised images being uploaded to social media we cannot control what other students upload.

**STUDENT CODE OF CONDUCT**

Capital S E Limited, 324 Wimborne Road, Bournemouth, Dorset. BH9 2HH  
Tel: +44 (0) 1202 546875 | Email: info@capitalschool.co.uk

capitalschool.co.uk





**I have read the Student Code of Conduct and the U18s Code of Conduct. I understand, accept and will make sure my child complies with the contents.**

**See below for STUDENT CODE OF CONDUCT and U18 STUDENT CODE OF CONDUCT**



## STUDENT CODE OF CONDUCT

Capital School of English believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. Below are Capital School of English’s school rules for your behaviour and actions in and out of the school, at social events organised by the school or in accommodation provided by the school. These rules make a safe and supportive environment.

### AT ALL TIMES

1. Always speak English – in and out of class.
2. Always remember you are representing your country – be kind and polite.
3. Always look after your belongings and valuables.
4. Always **THINK** before you speak or write a post on social media
5. Always complete a ‘Request to be Absent Form’ before you have a day off or take a holiday.
6. If you have a problem, talk to a teacher or member of staff immediately. Outside of school opening hours (Monday - Friday 08:30-17:30) a member of staff can be contacted on the 24-hour Emergency Phone (00447969524647).

<b>T</b>	=	Is it true?
<b>H</b>	=	Is it helpful?
<b>I</b>	=	Is it inspiring?
<b>N</b>	=	Is it necessary?
<b>K</b>	=	Is it kind?

### IN THE SCHOOL

7. Always attend lessons. No Certificate of Study will be given if your attendance is less than 80%.
8. Always telephone the school if you are sick or cannot come to class. If you are absent for 7 or more days, you must give the school a doctor’s note.
9. Always be on time for your lessons. If you are late, you will not be allowed to enter the classroom. Please go to the Academic Office on the first floor.
10. Always follow the classroom rules – look at the posters in your classroom.
  - No food
  - No drinks (other than water in bottles)
  - No mobile phones
  - No chewing gum
11. Always have your student ID card with you. Don’t lose it – you will have to pay £5 for a new one.
12. Do not lose or write in the school books. If you lose or write in them, you will have to pay £30 for a new one.
13. Only smoke in the designated smoking areas.

### OUT OF THE SCHOOL AT SOCIAL EVENTS ORGANISED BY THE SCHOOL

14. Always be on time for activities.
15. Always follow the instructions of the Social Organiser(s) and/or members of staff.

### IN ACCOMMODATION PROVIDED BY THE SCHOOL (HOMESTAY/RESIDENCE)

NOTE: You are a guest of the homestay or residence.

16. Always follow and respect the rules of the homestay or Residential Manager.
17. Always tell the homestay provider in advance if you will not be home for dinner or are going away for the weekend.
18. Always ask the homestay provider in advance if you would like to invite a friend to the house.
19. Never cook in your homestay provider’s home.
20. Always lock the doors and windows when you leave the house.
21. Never lose the keys for your homestay provider’s home or the residence. If you do, tell the homestay provider or Residential Manager immediately.

If you break the Student Code of Conduct, we will give you verbal (spoken) and/or written warnings. If you get a warning we may tell your Educational Tour Operator, and/or parents and/or legal guardian (if



applicable). If unacceptable behaviour is very serious or continues, you will not be allowed to continue at the school (expelled) immediately with no refund of any fees. If students do not follow the rules of the homestay provider or Residential Manager, they may be asked to leave the accommodation and the school with no refund of any fees.

### **STUDENT CODE OF CONDUCT UNDER 18s**

In the UK, a student under the age of 18 is legally considered a **child**. As such, all members of the school community (staff, homestay providers, group leaders and parents and/or legal guardians) have an extra **Duty of Care**.

This Under 18 Student Code of Conduct is to be used with the Student Code of Conduct. It is expected that Educational Tour Operators and parents and/or legal guardians discuss both Codes of Conducts with their client(s)/child or children to ensure that all U18 students fully understand the rules of Capital School of English before arriving in the UK. Parents and/or legal guardians must sign Capital School of English's Parental Consent Form stating they have discussed these rules with their child/children.

### **AT ALL TIMES**

1. Never drink alcohol. The minimum legal age to drink alcohol in the UK is 18 years old.
2. Never buy tobacco products. The minimum legal age to *smoke* in the UK is 16 years old, BUT the minimum age to *buy* tobacco in the UK is 18 years old.
3. Never gamble. The minimum legal age to gamble in the UK is 18 years old.
4. Always have a good level of personal hygiene.
5. Always answer the phone if the school calls you.
6. If you have a problem, talk to a teacher or member of staff immediately or the Student Welfare Officer. During school times (Monday - Friday 08:30-17:30) the Student Welfare Officer can be contacted on 0044 1202 546875. Outside of school opening hours a member of staff can be contacted on the 24-hour Emergency Phone 00447969524647.

### **IN THE SCHOOL**

7. Attend all your lessons. The school will check you attend every lesson.
8. Attend meetings with the Student Welfare Officer.
9. Never leave the school during lesson times unless authorised by the Student Welfare Officer or a member of staff.
10. Always go and see the Student Welfare Officer or a member of staff in the Academic Office if you are late for your lessons. You must remain in the building during the lesson time. You can use the Self-Study Centre.

### **OUT OF THE SCHOOL AT SOCIAL EVENTS ORGANISED BY THE SCHOOL**

11. Always check the age restrictions on social activities before registering.
12. (Summer term ONLY) Attend the Day Social Programme when not in class.

### **IN ACCOMMODATION PROVIDED BY THE SCHOOL (HOMESTAY/RESIDENCE)**

13. Always be home at 23:00. If you return home after this time, your homestay provider will contact the school.



## **HOLIDAY/TRAVELLING**

14. If you would like to have one night or more away from Bournemouth, before going away you must complete a 'Request to be Absent Form'. The Students Welfare Officer will contact your parents and/or legal guardians to complete an 'U18 Permission to Travel Form'.

**If you have a problem, you are homesick or you feel sad, talk to the Student Welfare Officer, a teacher or a member of staff immediately.**

**By agreeing to this document, you give Capital School of English total rights and permission to use photographs of your child (individual or with others) that are taken.**

- a) Capital School of English may copyright any such photograph(s) in the name of the school or any other name it may choose.**
- b) The school may use or publish (or re-use and re-publish) such photograph(s) in whole or in part, separately or together with other photographs, in any medium at any time and for any purpose (including, but not restricted to) illustration, promotion, advertising etc.**
- c) Your name, or your child's name may be used in connection with such photograph(s) if the school wishes.**
- d) Capital School of English will not be responsible for any claims or demands relating to the use of the photograph(s); this includes any claims for libel or invasion of privacy.**
- e) This authorisation and release will also apply to the photographer and any person(s) that he/she has designated as representative.**