

# Parental Consent Form



Dear Parent/Guardian,

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

We believe that all students should live, study, develop and achieve in a safe and supportive environment, where all students are at the centre. We believe that everyone\* has a responsibility to safeguard all students, and an extra **Duty of Care\*\*** for students under 18, at all times.

\* Everyone who comes into contact with children, their families and carers has a role to play.

\*\* 'Duty of Care' is a legal responsibility that adults who work with children as professionals or volunteers have a duty to look after them properly.

## UK LAW:

In the UK,

anyone under the age of 18

is legally considered a **child**.

All parents or legal guardians must complete and return this document for all students under 18 before travelling to the UK.

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## **STUDENT INFORMATION**

Full name of student:

Student number (if known):

Date of Birth (dd/mm/yyyy)

Passport Number:

Telephone Number:

## **PARENT/GUARDIAN INFORMATION & EMERGENCY CONTACT**

	Parent / Guardian 1	Parent / Guardian 2
Full name:		
Relationship to the child:		
Telephone Number (including country code)		
Email address:		
Languages spoken:		

## **MEDICAL INFORMATION**

For us to provide a safe and secure environment for your child, tell us of any medical conditions.

Does your child have...	No	Yes	If yes, give more information
Diabetes			
Asthma or bronchitis			
A heart condition			
Epilepsy			
Fits, fainting or blackouts			
Severe headaches or migraines			
Allergies e.g. materials, food			
Travel sickness			
Any history of mental health problems			
Any history of eating disorders			
Any history of allergies to medication			
any Special Education Needs?			

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	No	Yes	If yes, give more information.
Does your child take any medicine regularly?			
Will your child bring any medicine with them?			

	No	Yes	If yes, give more information.
Is there anything else we need to know?			

NOTE: I/We understand that Capital School of English staff and homestays 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 can give 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/>

## DECLARATIONS

		No	Yes
AGREEMENT	I/We confirm all statements above are accurate to the best of my knowledge.		
EMERGENCY HOSPITAL TREATMENT	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.		
EMERGENCY HOSPITAL TREATMENT	In an emergency, I/we give a member of the school safeguarding team or homestay permission to sign consent for an emergency operation.		

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PHOTOS MARKETING	I/we give permission for the school to publish photos of my/our child on the following marketing platforms: brochures, websites, posters, handbooks.		
SOCIAL MEDIA	I/we give permission for the school to upload photos of my/our child on the school social media platforms including Facebook, Instagram, Twitter, YouTube and other social media platforms.  Please note: We will try to prevent unauthorized images being uploaded to social media, but we cannot control what other students upload.		
SOCIAL MEDIA	I/we give permission for my/our child to appear Live on Instagram or Facebook		
STUDENT CODE OF CONDUCT	I/We have read the Student Code of Conduct and the U18s Code of Conduct. I/We understand, accept and will make sure my/our child follows the code of conduct.  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).

### **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.
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 course 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.

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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. 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 welfare meetings.
9. Never leave the school during lesson times unless authorised by a member of staff.
10. Always see 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.

### 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)

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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'. A member of staff 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 a teacher or a member of staff immediately.**