

PARENTAL CONSENT FORM

To be completed by the parent/guardian for students who are 16–17 years old.

STUDENT DETAILS

Title: Mr Ms Mrs Miss

First Name:

Family Name:

Date of Birth:

Nationality:

Mobile Number:

Email Address:

Country of Birth:

Place of Birth:

Passport Number:

Passport Issue Date:

Passport Expiry Date:

Enrolled to study at:

- The Language Gallery London, 18 Southampton Place, London, WC1A 2AJ, United Kingdom
- The Language Gallery Manchester, 4 Minshull Street, Barlow House, Manchester, M1 3DZ, United Kingdom
- The Language Gallery Birmingham. 2nd Floor Podium, Centre City, 5-7 Hill Street, Birmingham, B5 4UA, United Kingdom

PARENT/GUARDIAN DETAILS

I am the

parent of the above-named student.

legal guardian of the above-named student.

CONTACT DETAILS:

Please include details where you can be contacted in emergencies

Name:

Address:

Email Address:

Telephone Number 1:

Telephone Number 2:

I hereby give consent for the above-named child to travel to the UK without a legal guardian for the purpose of studying at The Language Gallery

Signature:

TRAVEL INFORMATION

Flight Details:

Arrival:

Departure:

Arrival Date:

Departure Date:

Arrival Time:

Departure Time:

Flight Number:

Flight Number:

Flying From:

Flying To:

Airport and Terminal *(if applicable)*:

Airport and Terminal *(if applicable)*:

Students must purchase airport transfer collection and drop off service through The Language Gallery.

The Language Gallery has arranged the airport transfer collection and drop off for my child.

I will accompany my child to the UK or my child will be collected from the airport by a family member / guardian.

I give consent for my child to travel independently to the UK and between the airport and the accommodation booked by The Language Gallery.

I have purchased adequate travel insurance for the duration of my child's trip to the UK.

ACCOMMODATION IN UK

Please give the details of the accommodation where the students will be studying staying during their visit in the UK.

Accommodation provided by The Language Gallery

Accommodation with parents or guardian in London, Manchester or Birmingham

Please provide name and address of UK parent or guardian:

Telephone Number:

Relationship to student:

The emergency number is: **+44 7507 549 755**

I have noted and saved the emergency number.

My child has noted and saved the emergency number.

I understand that in any accommodation arranged by The Language Gallery, the rules laid out in the student handbook and online at <http://www.thelanguagegallery.com/about-us/terms-conditions/#Accommodation> will be strictly applied by the school and/or accommodation provider.

I understand The Language Gallery has no control over or influence on accommodation that has been arranged independently of the school.

SOCIAL PROGRAMME AND SMART LEARNING PERMISSIONS

Please tick the boxes to indicate that you agree to the following:

I hereby give consent for the above-named student to participate in activities and excursions organised by The Language Gallery

I hereby give consent for my child to participate in activities or excursions run by external providers, not directly through The Language Gallery.

I hereby give consent for the above-named student to participate in activities and excursions organised independently.

I hereby give consent for the above-named student to participate in activities and excursions organised by or through The Language Gallery which may involve being away from their accommodation for one or more nights.

- I hereby give consent for the above-named student to participate in activities and excursions organised independently which may involve being away from their accommodation for one or more nights.
- I understand that such activities may involve travelling to cities other than London, Manchester and Birmingham and countries other than the UK.
- I accept that my child will be responsible for their own possessions and well-being during their participation of these activities or excursions. Neither The Language Gallery nor the tour operator/provider will be liable for any damage to my child or the possessions of my child.

MEDICAL DETAILS

We cannot accept responsibility if medical/other relevant information is not disclosed

Please give details of any regular medication the student takes:

Please give details of any medication the student will be bringing with them:

Please give details of any other medical conditions the student has such as allergies, asthma, etc:

Date the student had their tetanus vaccination:

- I hereby give consent for the aforementioned student to receive first aid from a trained First Aider, and/or for The Language Gallery and its representatives to arrange medical treatment in the event of accident, injury or illness.
- I hereby give consent that the aforementioned student can be given non-prescription medication for minor illnesses.
- In the event that the aforementioned student requires emergency medical treatment at a time or place from which I cannot be contacted, I hereby give consent for the following person to make emergency medical decisions on my behalf.

Please give contact details of the above named person:

Name:

Mobile number:

Relationship to student:

PERSONAL DETAILS

Please tick the box to indicate that you understand the following:

- It is necessary for The Language Gallery to record details of students, including medical and educational needs, and to take a photograph of each student. Any such information is strictly for internal and welfare purposes, and stored securely and in line with data protection laws.
- During social activities, classes and other activities, representatives of TLG may take photographs, videos or other images of students, either for marketing or social media purposes. I hereby give consent for such images to be taken which include the above-named student.
- Students at TLG may be interviewed by press, broadcasters or other media. I hereby give consent for the above-named student to participate in such interviews.

COURSE INFORMATION

Please tick the box to indicate that you understand the following:

- I give permission for my child to extend their course in accordance with The Language Gallery terms and conditions.
- I give permission for my child to stay in the UK for up to 30 days after the end of their course, subject to the terms of their visa. I understand that during this time The Language Gallery has no responsibility for my child.

Please make sure you understand this statement before signing. If you are not sure, need help or translation, please ask us before you sign.

- I have completed all necessary fields of this consent form.
- All of the information I have supplied to The Language Gallery is accurate and complete. I acknowledge that The Language Gallery reserves its right to refuse admission or to expel me if I have submitted inaccurate or incomplete information.

If you choose to type your name in the space reserved for your signature, instead of signing, you hereby agree that: Your printed name has the same binding legal force as your signature. Please include your name on both the Print Name and the Signature lines.

Name or parent / legal guardian

Signed

Date

Please ensure that your dependant brings a copy of this document with them to the UK.

This document may be requested by immigration officers at border clearance.

CODE OF CONDUCT

This document is meant for the student, and the parent or guardian of any student aged 16 or 17 who is enrolled on a course at The Language Gallery.

The following are guidelines to ensure that the experience of all our students is a positive one.

The Language Gallery staff are all familiar with these guidelines. All staff are required to report to the designated safeguarding staff any refusal to comply with the Code of Conduct which may affect any student's safety or enjoyment.

AT ALL TIMES:

- Teachers, activity staff, group leaders and other students should be treated with respect.
- Bullying (i.e. aggressive or threatening behaviour towards other students, whether verbal or physical) will not be tolerated under any circumstances.
- The Language Gallery does not accept any responsibility for the loss, damage or theft of any personal belongings, including money, not in its direct care.
- Students must be careful not to endanger themselves or others in their accommodation, at the school or on outside excursions.
- Students must not push each other on the stairs or slide down banisters.
- Students are enrolled onto adult courses. Students will be studying with adults and must behave in a mature manner in class and on school premises. Students will be unsupervised outside of lessons.
- Smoking (including the use of e-cigarettes) is not permitted in any building in the UK, including The Language Gallery buildings.
- Any student caught stealing will be required to leave the programme immediately and the police will be informed. Further action by the police will be at their discretion.
- If a student is found to have in his/her possession or in his/her room, any alcohol, illegal drug or other substance prohibited by the law, the police will be informed and the student will be required to leave the programme immediately. Further action by the police will be at their discretion.
- If a student is sent home for any of the above reasons, no refund of fees will be made. Additionally, all fines and all costs, including airline tickets, will be charged to the parents or agency of the student concerned.

ON ARRIVAL:

- Students must give their mobile phone numbers to our Student Engagement Officer on arrival.
- Students must sign in / out at reception every day. If they fail to arrive to classes the student engagement officer will contact them.
- Students studying for more than 12 weeks are required to attend mentoring sessions every 6 weeks. The Language Gallery endeavors to do this more frequently for students aged 16 and 17.

IN CLASS AND ON SCHOOL PREMISES:

- Attendance is compulsory.
- Students must arrive to class on time, and stay until the end of the class.
- Mobile phones must be switched off during class time.
- Smoking is not permitted in any of the The Language Gallery buildings.
- Chewing gum is not permitted in the school.
- Food and drink may not be consumed in the classrooms.
- Students causing accidental or deliberate damage to buildings or equipment will be charged the repair or replacement cost in full.
- If we are unable to identify the person who has caused damage in a communal area, the cost of the damage will be split between all users of that area.
- Fire escapes, fire equipment and fire alarms are for emergency use only. They must not be used at any other time. It is illegal to set off fire alarms unnecessarily and strictly forbidden to misuse fire extinguishers. Any incidents involving false alarms or interference with fire safety equipment will be taken very seriously and may lead to a heavy fine and the student(s) involved being sent home.

OUT OF SCHOOL:

- The Language Gallery does not take responsibility for the supervision of students outside of lessons. Students are responsible for their own well-being.
- Students are expected to behave with mature attitude outside the school as well as on the school premises.
- Students are responsible for travelling between the school and their accommodation independently.
- Students found drinking alcohol or consuming illegal drugs outside of school or on the school premises may be sent home.

SMART LEARNING AND SOCIAL PROGRAMME EXCURSIONS:

- SMART learning and other school-run activities will be supervised by a teacher or member of staff.
- In order to participate in tour operator run activities students will need written consent provided by their parent or legal guardian. Tour operator excursions are usually supervised by a guide.
- Students are responsible for conducting themselves in an appropriate manner during all SMART learning and social programme excursions. TLG takes no responsibility for students or their belongings during these activities excursions.
- Participation in excursions and activities is optional.
- Smoking is not permitted in any public buildings or places.
- Drinking alcohol under the age of 18 in the UK is illegal.

IN THE HOMESTAY:

- 16- 17 year olds must book half board homestay accommodation with The Language Gallery, or stay with a legal guardian or relative during their course.
- Bedrooms must be kept tidy.
- Room keys/house keys are the responsibility of the student and, if lost, the cost of replacement keys will be charged to the student.
- Chewing gum is not permitted in the homestay.
- Food and drink may not be consumed in the bedrooms. Alcohol is forbidden.
- Students are housed in single sex rooms. Students may not visit friends of the opposite sex in their room.
- Access to laundry facilities will be provided.
- Breakfast and dinner will be provided by the homestay when booking half board accommodation. Lunch will not be provided.
- Students must return to their homestay accommodation by 10 pm, subject to family rules.
- Students must abide by their homestay family rules.

If there is an inconsistency between any of the provisions of this agreement and the provisions of the terms and conditions in the application form, the provisions of this agreement shall prevail.

I've read and agree for my child to abide by The Language Gallery Code of Conduct:

Parent/Guardian's Full Name:

Signature:

Date:

Student's Full Name:

Signature:

Date: