



## Parental Consent Form for Students Under the Age of 18

This form is to be completed by the parent of the student.

Name of student: \_\_\_\_\_

### Students aged 16 and 17:

- will be enrolled as adults and take part in adult classes
  - will have one-to-one tutorials with a teacher approximately every month
  - can attend social events together with adult students, except for those events that are marked as unsuitable for U18s. The cost of these events is not included in the course fee.
  - will be directly supervised by Communicate staff whilst in the school or during the teacher-led social activities. Outside of lesson times they will be expected to travel directly home to their parent, legal guardian or host family or, if a student is staying out, they must inform their host family or guardian of where they are going.
  - will be expected to have returned to their family **by at least 10pm at night**, and if the student is not home by then, the family or guardian should report the student missing to the school
  - can attend 3 types of social activities: 1) Weekday activities organised by Communicate staff which are marked on the activities board with a name of the teacher who supervises the activity; 2) Weekend activities marked "Smile Adventures" which are supervised by Smile Adventures staff, and there may also be 3) "Recommended activities" without a teacher's name **which are not supervised.**
  - the ratio of supervision for offsite activities led by a teacher and organised by the school is one member of staff to fifteen students.
  - **During the weekend social activities, under 18s are supervised by our contractor "Smile Adventures" staff.** The supervision includes picking students up from a Manchester city centre meeting point and taking them to a site, a guided tour in the town they are visiting and bringing students back to Manchester centre. During trips, students will be allowed to spend time while not directly supervised by a member of Smile Adventures staff – they will be allowed to go off in groups for short periods of time, normally about 2 hours, and will be asked to come back to a meeting point at a certain time. Students attending weekend activities will be asked to give staff their phone numbers and will receive the phone number of the staff.
  - Our emergency contact number can be reached 24 hours. This is (+44)(0)7482660030.
  - Communicate School has a safeguarding policy which can be viewed in the office of the school and on the website. It contains procedures in the event of a disclosure or allegation of abuse. It also contains information about e-safety.
- NB. In accordance with statutory requirements child safeguarding disclosures cannot be retained as a confidential matter. All formal disclosures by a person under 18 years of age must be reported.



## Parents/Guardians:

- must inform the school of any medications their children are taking, together with a note from the prescribing doctor on the dosage and frequency the medication must be taken. Communicate staff will NOT administer medication to the student. See note 1 below.
- provide a 24-hour contact number and email for the parents or legal guardians of students. This must be provided at registration.

I confirm that I have read and understand the above and give permission for my child to be taught at Communicate School of English. In an emergency and until such time as I can be contacted.

Name of the parent/guardian: \_\_\_\_\_

Does the parent speak English? Yes/No \_\_\_\_\_

Parent's contact telephone number: \_\_\_\_\_

Parents' email address: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

### Permission to use videos/photos

I confirm that I give Communicate School permission to use videos or photos taken in school or during social activities for publicity purposes.

Yes / No \_\_\_\_\_ Parent's signature: \_\_\_\_\_

Note 1. Communicate requires to be fully informed of any medical condition/disability of a prospective student in order to be able to provide appropriate care for the student. In the case of such information not being provided Communicate may have to refuse acceptance of the student and request that the student is returned home at his/her own expense. Communicate staff and host families cannot be responsible for administering medicines. Students who are prescribed medication are asked to bring a letter from the doctor with the name of the medicine, the dosage and frequency of taking it and the name of the condition for which it has been prescribed, clearly described in English. This is in case the student needs medical attention whilst in our care. In the event that a student is taking regular medication, the student must be responsible for the care and administration of her/his own medication. Communicate requires written confirmation from the student or parent/legal guardian to that effect prior to accepting the student. By signing this form the parent/guardian agrees for medical treatment to be conducted as necessary.



## FOR PARENTS OF STUDENTS STAYING IN OWN ACCOMMODATION

### Accommodation

Please note that we recommend that all under 18 students stay in homestay accommodation organised by the school or with their parents.

If students stay in private accommodation, their parent must appoint a guardian who is based in Manchester and who will look after the student, their well-being and safety.

The student requires accommodation arranged by Communicate School - Yes / No \_\_\_\_\_

The student will stay in private accommodation while in Manchester – Yes / No \_\_\_\_\_

If the student is staying in **private accommodation not organised by the school** please complete below:

Name of the guardian (must be based in Manchester): \_\_\_\_\_

Does the guardian speak English? Yes/No \_\_\_\_\_ How old is the guardian? \_\_\_\_\_

Relationship between the guardian and the student (tick box that applies):

- Relative (what type): \_\_\_\_\_
- Family friend: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

Guardian's telephone number: \_\_\_\_\_

Guardian's email: \_\_\_\_\_

Guardian's address: \_\_\_\_\_

I confirm that I am the parent of the student and I authorise the above named person to act as my son/daughter's guardian while my son/daughter is studying at Communicate School.

Parent Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_