

# Parental Consent form for students aged under 18

139 Oxford Street · London (UK) · W1D 2JA  
+44 (0)20 7734 0444 · info@speakuplondon.com · www.speakuplondon.com

We want to make sure that your child is safe and happy while studying in the UK. To help us, we ask you (the parent or legal guardian) to complete this form for any student under the age of 18 who is enrolled at Speak Up London.

Please note that the student will not be able to start the course until the form is received by the school.

## DATA PROTECTION

We promise to keep this information secure and will only give it to people who are directly involved in caring for your child on a need-to-know basis during the time when they are enrolled at the Speak Up London; this may include healthcare and welfare professionals.

## STUDENT DETAILS

First name:  Family name:   
Gender: (male/female/other)  Date of birth:   
Nationality:  First language:   
Passport number:  Passport expiry date:

## PARENTS' OR GUARDIAN'S DETAILS

**1.**  
Title:  First name:  Family name:   
Relationship to child:   
First language:  Level of English:   
Address:   
Mobile phone:  Email:

**2.**  
Title:  First name:  Family name:   
Relationship to child:   
First language:  Level of English:   
Address:   
Mobile phone:  Email:

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## TRAVEL

I give consent for my son/daughter to travel to the UK and study at Speak Up London.

I agree that my son/daughter can travel unaccompanied:

- |  |     |    |
|--|-----|----|
| · to and from London at the start and end of their course.       | YES | NO |
| · between the school and his/her London accommodation.           | YES | NO |
| · from airport/station etc to centre at the start of the course. | YES | NO |

Details:

Flight no.  Airport:  Time:

- |  |     |    |
|--|-----|----|
| · from school to airport/station etc at the end of the course. | YES | NO |
|--|-----|----|

## ACCOMMODATION

**(Please select one of the two options and fill in relevant details below)**

**Option A - Accommodation arranged by Speak Up London**

I agree to my son/daughter staying in a homestay arranged by Speak Up London's associated accommodation agency. YES NO

He/she understands that he/she must follow the 'school and house rules'. YES NO

Please follow these links for more information:

- **Homestay guidelines**
- **Student induction sheet**

**Option B - Accommodation arranged by the parent/legal guardian.**

If your son/daughter is staying with family members or is in an accommodation arranged by yourself, please give full details of the adult (over 20) who is responsible for them during their stay at the accommodation in London.

Full name:

Date of birth:  Relationship to the child:

Address in London:

Mobile phone:  Email:

Passport/ Identity card/ Driving licence number:

Please note that Speak Up London will require this responsible adult to present their original Passport / Identity Card / Driving Licence on the student's first day at the school in person. This must match with the document number given above. The responsible adult must be aged 20 years or over.

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**If you picked Option A on the previous page, please tick the boxes below:**

## CURFEW TIMES

I agree to the following times when my son/daughter must be in their accommodation:

Curfew for students aged 16 and 17 is 22:00 (10pm). YES      NO

## UNSUPERVISED TIME

I give permission for my son/daughter to have unsupervised free time in London during the time between the end of classes/activities and the time of the evening meal at their accommodation.

YES      NO

I give permission for my son/daughter to have unsupervised free time in the evening after the evening meal and at weekends (subject to curfews).

YES      NO

**If you picked Option A or Option B on the previous page, please tick the boxes below:**

## LEISURE ACTIVITIES

I give permission for my son/daughter to go on any trips organised by Speak Up London and to take part in any activities not involving alcohol, under supervision of a Speak Up staff member.

## UNSUPERVISED TIME

I give permission for my son/daughter to have free time (for up to an hour, in groups of three) for shopping on trips arranged by Speak Up London.

YES      NO

## MEDICAL

Please tell us about any problems. If we are not told in advance about a physical or mental condition, we reserve the right to terminate the student's course.

Does your son/daughter have:

- |  |     |    |
|--|-----|----|
| · Asthma or bronchitis   | YES | NO |
| · Heart condition  | YES | NO |
| · Fits, fainting or blackouts  | YES | NO |
| · Severe headaches   | YES | NO |
| · Diabetes   | YES | NO |
| · Allergies to known medicines   | YES | NO |
| · Other allergies e.g. materials, food, plasters                         | YES | NO |
| · Travel sickness  | YES | NO |
| · Bed-wetting/incontinence   | YES | NO |
| · Any mental health problems (including eating disorders, hyperactivity) | YES | NO |

Is your son/daughter on regular medication? YES      NO

Does your son/daughter require regular hospital treatment? YES      NO

Does your son/daughter take any medication which he/she will bring? YES      NO

Is there anything else we should know about? YES      NO

If the answer to any of the questions above is YES, please give details:

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In case of minor pain or illness such as headache, mild cold or sore throat, do you agree to your son/daughter being given non-prescription medication such as Paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness tablets? YES NO

In case of an emergency do you give permission for a responsible person in Speak Up London or in their accommodation to arrange medical treatment.

Of course, every effort will be made to contact you, the child's parents/guardians, as quickly as possible. YES NO

In case of my child being a close contact of someone who has tested positive for COVID 19, I consent to my child being asked to take a free Lateral Flow Test. YES NO

## ATTENDANCE

Students are expected to attend all scheduled classes and activities and to be in their accommodation at the stated times. If you wish your child to be absent from the course at any time, please contact Speak Up London directly so that suitable arrangements can be made.

Normally, the class teacher will register the students during the first 10 minutes of the lesson and report any absences to the reception staff immediately, who will then contact the student and/or guardian; or accommodation provider if arranged through the school.

## PHOTOGRAPHS AND VIDEO CLIPS

I understand that Speak Up London may take photographs or video clips of students during class or leisure activities and that these images may be used in the school's publicity or on its social media site.

I consent for images to be taken. YES NO

I consent for images to be used in the Speak Up London's publicity. YES NO

## STUDENTS AGED 16 AND 17 WHO ARE ENROLLED ON ADULT COURSES


I understand that:

- my son/daughter will come into regular contact with other students over the age of 18, in class and during the leisure programme
- he/she is responsible for buying their own lunch during the week
- there are certain British laws (e.g. related to smoking and drinking alcohol) that apply to people aged under 18. As a consequence, there may be some leisure activities which my son/daughter cannot take part in because of their age.


## CONSENT

- I confirm that the above details are accurate and complete.
- I agree to the terms and conditions
- I have read and understood **Speak Up London's Safeguarding and Welfare Policy**

I have discussed the agreed arrangements and rules with my son/daughter.

Signature of the parent/guardian: 

I have discussed the agreed arrangements and rules with my parent/guardian.

Signature of the student: 

### Part to be completed by the school

I have checked the form and followed up with any queries:

DSO Signature: 

DSL Signature: 