

Emergency Number: +44 (0) 7539156567

Under UK law, all people under the age of 18 are regarded as children. For this reason, we require Students who are under 18 years of age to obtain consent from a parent or guardian before studying at Burlington School. This form covers the relevant areas for which we require consent.

Our main priority is making sure that our Students are happy and safe while studying with us, and that they are receiving the best level of education possible, while also having the time of their life!

Therefore, in order to help us make this possible, we ask you (the parent or legal guardian) to complete this form for any Student aged 11-17 who is enrolled on Burlington School's Young Learner Programme.

Please note that the Student will not be able to start the course until the form is received by Burlington School.

Please complete the shaded () fields and tick (✓) the appropriate boxes below.

To complete this form, you may need the latest version of Adobe Acrobat Reader, which you can download from <https://get.adobe.com/reader/>.

Personal information of the Student

Student Number _____

Name of Student ("the Student") _____

Date of birth _____

Passport number _____ Passport expiry date _____

Nationality _____

Mobile phone number of Student during stay _____

Email address of Student _____

Enrolled to study at Burlington School ("the School")
Lord Annaly House, 146A Bedford Hill, London, SW12 9HW
United Kingdom

Dates of study from _____ to _____

Personal information of the Parents or Guardian

Name of parent/guardian _____

Relationship to the Student _____

Home address/telephone number _____

Passport number _____

Email address _____

Do you speak English? Yes No

If you answered **No**, what languages do you speak? _____

Please provide an additional contact in case the above person cannot be contacted or does not speak English.:

Name of person _____

Relationship to the Student _____

Home address/telephone number _____

Passport number _____

Email address _____

Does this person speak English? Yes No

If you answered **No**, what languages do they speak? _____

Travel to and from the UK and London (Airport transfer)

All Students on our Young Learner Programme are advised to have a return airport taxi transfer, unless they are travelling with a named relative or adult friend. We advise this to avoid possible problems with immigration procedures. Student must also carry this Parents Consent Form when travelling.

Arrival:

The Student will be collected from a UK airport or rail/sea terminal by taxi or minibus arranged by the School.

I will arrange transport from a UK airport or rail/sea terminal for the Student.

Details of person accompanying the Student:

Name of person _____

Relationship to the Student _____

Home address/telephone number _____

Email address _____

Arrival Details: Flight Number: _____ Time: _____

If the Student is aged 16-17 years old you can choose not to book an arrival/departure transfer for your child, you should be aware of the following issues:

- Immigration officers (passport control at the airport) may not allow a child with no one at the airport to greet them to enter the UK.
- The Student will be travelling on public transport to an unfamiliar location.
- Please ensure you have checked the journey from the airport to the Homestay / Onsite Residence together before they fly.
- Ensure they have our emergency telephone number so we can assist, if required

I agree that the Student can travel unaccompanied from a UK airport or rail/sea terminal to their accommodation (16-17 years old only)

Departure:

The Student will be taken to a UK airport or rail/sea terminal by taxi or minibus arranged by the School.

I will arrange transport to a UK airport or rail/sea terminal for the Student.

Details of person accompanying the Student:

Name of person _____

Relationship to the Student _____

Home address/telephone number _____

Email address _____

I agree that the Student can travel unaccompanied from their accommodation to a UK airport or rail/sea terminal (16-17 years old only)

Departure Details: Flight Number: _____ Time: _____

Travel to and from the School

Please tick (✓) the appropriate box to indicate that you agree to the following:

The Student has permission to travel to and from the School alone (aged 12 or above).

The Student will travel to the School with the following named individual:

Name of person _____

Relationship to the Student _____

Home address/telephone number _____

Email address _____

The Student requires a chaperone service from the School to travel to and from the School.

I have paid the fee for this service.

Course

I understand that our child will study in classes with Students aged 11-17.

Our Young Learners take a grammar and speaking placement test and are then grouped according to approximate age and level.

If they are more than 10 mins late for their lessons, they will be contacted via our emergency phone number. If no contact can be made, the parent/guardian will be contacted.

Attendance

I understand Students are expected to attend 100% of their lessons and to be in their accommodation at the relevant curfew times. If you wish your child to be absent from the course at any time, please contact Burlington School directly so that the School is made aware prior.

Accommodation

Burlington School is responsible for providing accommodation and full board (Breakfast, Lunch and Dinner) unless alternative arrangements have been made by the parent(s) or legal guardian and confirmed in writing.

I have booked and paid for Burlington School's Onsite Residence (Full Board)

I have booked and paid for Homestay Accommodation (Full Board)

I understand that in any accommodation arranged by the School, the rules laid out in the Young Learner handbook and accommodation handbooks will be strictly applied by the School and/or accommodation provider.

If the child is staying with family members who will provide meals for the Student, please give full details. Burlington School reserves the right to inspect the provided private accommodation arrangements in order to make sure the safety of the Student

Name of adult responsible for the child in the accommodation: _____

Date of birth _____

Identity Card/Passport No: _____

Relationship to the child: _____

Address _____

Mobile number _____

Curfew times

I agree to the curfew times stipulated below

Onsite Residence:

Students aged under 14 cannot leave the residence without a designated staff member or group leader. There will be opportunities throughout the day and evening to go to the shops with a Burlington School staff member.

Students aged 14-15 are allowed to leave the residence but must be back by 18:00

Students aged 16-17 are allowed to leave the residence but must be back by 22:00

The Live-In Residence Supervisor will check they are back in the Onsite Residence by 22:00 every evening. If they have not returned to the residence on time, they will be contacted via our emergency phone number. If no contact can be made, the parent/guardian will be contacted.

Homestay:

Students aged 14-15 are allowed to leave the homestay but must be back by 18:00

Students aged 16-17 are allowed to leave the homestay but must be back by 22:00

If they need to take public transport to get back to their homestay, please ensure they leave plenty of time for travelling to avoid being late.

If they arrive home late, the School will be informed and action will be taken.

Social Programme

The School's morning social programme is compulsory on the Young Learner Programme.

You will be supervised on prearranged morning activities Monday to Friday and also a full day excursion on Saturday (extra fee for Saturday excursions applied to Day Programme Students).

During prearranged social activities some free time is provided for things like shopping.

Students aged 11-13 must spend this free time with a member of the School staff or a designated Group Leader

I give permission for the Student to have free time on social activities (14+) Yes No

Unsupervised times

Students aged 11 - 13 years old are not allowed unsupervised time.

Below you will find a table showing the periods of time when authorised unsupervised times can be allowed.

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

Monday - Friday

TIME	WHAT	14 - 17	16 - 17 (ADDITIONAL EVENING UNSUPERVISED TIME)
08:00 - 09:00	Breakfast		
09:00 - 13:00	Young Learner Social Programme	Unsupervised time allowed on social programme	
13:00 - 14:00	Lunch		
14:00 - 14:30	Break	Unsupervised time allowed on break	
14:30 - 14:45	Assembly		
14:45 - 15:30	Lesson 1		
15:30 - 15:45	Break	Unsupervised time allowed on break	
15:45 - 16:30	Lesson 2		
16:30 - 16:45	Break	Unsupervised time allowed on break	
16:45 - 17:30	Lesson 3		
17:30 - 18:00	Break	Unsupervised time after lesson before evening meals	
18:00 - 19:00	Dinner		
19:00 - 22:00	Evening Activity/Free Time		Unsupervised time after evening meals to 22:00
		I give permission for the Student to have the above unsupervised free time 14-17 years old (tick to confirm) <input type="checkbox"/>	I give permission for the Student to have the above unsupervised free time 16-17 years old (tick to confirm) <input type="checkbox"/>

Saturday / Sunday

TIME	WHAT	14 - 17	16 - 17 (ADDITIONAL EVENING UNSUPERVISED TIME)
08:00 - 09:00	Breakfast		
Saturday 09:00 - 18:00	Young Learner Social Programme	Unsupervised time allowed on Saturday social programme	
Sunday 09:00 - 18:00	Arrival Departure Day	Unsupervised time allowed on Sunday	
18:00 - 19:00	Dinner		Unsupervised time after evening meals to 22:00
19:00 - 22:00	Evening Activity/Free Time		
		I give permission for the Student to have the above unsupervised free time 14-17 years old (tick to confirm) <input type="checkbox"/>	I give permission for the Student to have the above unsupervised free time 16-17 years old (tick to confirm) <input type="checkbox"/>

It should be understood that Students going out in the evening are expected to arrange their own travel home. We strongly advise they return to their accommodation with a friend, or preferably a taxi when it is dark.

Medical

In order for Burlington School to provide the appropriate support and help for the Student please answer the questions below and use the space below to list any pre-diagnosed illness or other medical issues (allergies included) from which the Student suffers.

- Is the Student on regular medication? Yes No
- Does the Student require regular hospital treatment? Yes No
- Does the Student regularly take any medication? Yes No

Please include any further information regarding the above: In case of an emergency,

I give permission for any medical treatment to be given to the Student as advised by a professional.

I give consent for the Student to receive first aid from a trained First Aider, and/or for the School and its representatives to arrange medical treatment in the event of accident, injury or illness.

I have informed the School of any medical conditions, medication taken, allergies, special educational needs, or other relevant information for the Student.

Data protection

Please tick (✓) the boxes to indicate that you understand the following:

It is necessary for the School to record details of Students, including medical and educational needs, and to keep a copy of their photographic ID. Any such information is strictly for internal and welfare purposes, and stored securely and in line with data protection laws.

The School will from time to time contact you with offers and news from the School. Under no circumstances will the School pass your data on to any other organisation or individual. Please tick to give consent for the School to contact you in this way.

The School will occasionally take photographs or videos of Students in the course of lessons or other activities, which may be used for a variety of purposes.

Please tick to give consent for the School to make such images of the Student for internal use (for example, notices and posters).

Please tick to give consent for the School to make such images of the Student for external use (for example, School brochures).

Please tick to give consent for the School to make such images of the Student for use on social media.

Declaration

Please tick (✓) the boxes to indicate agree to the following:

All the information given on this form is correct.

I have read, and agree to be bound by, the School's Terms and Conditions.

I understand that while the Student is studying with the School, the School has a duty of care to the Student, as laid out in the School's Safeguarding and Welfare Policy. The School makes decisions regarding the safeguarding and safety of its Students based on UK law, local knowledge and experience. The School will not agree to any requests that go against these policies, laws or principles.

In an emergency, or in any case relating to the safeguarding of the Student, every effort will be made to communicate with the parent, guardian and/or other emergency contact of the Student. However, in urgent cases, the School may take actions to ensure the safety of the Student without first consulting these people.

I am the parent or legal guardian of the Student.

Signature

Name

Relationship to the Student

Date