



# PARENTAL CONSENT FORM

for students under 18

## Student Details

First Name

Last Name

Date of Birth

Current Age

Gender

Please complete, sign, and return to the admissions department along with **enrolment form** and **scanned passports of the student and parent/guardian who signed the declaration**.

Please note that medical and travel insurance is mandatory for students under 18 of age unless proof of alternative insurance arrangements can be provided.

Please note that the student will be refused entry to class without the documents mentioned above.

## Parent's/Guardian's Details: Primary Contact

Full Name

Relationship to child

Address

Telephone number

Mobile phone number

Email address

In case of emergency, the primary contact details will be used.

Please provide details of a second contact in case the primary contact is unavailable:

## Parent's/Guardian's Details: Secondary Contact

Full Name

Relationship to child

Address

Telephone number

Mobile phone number

Email address

## Airport Transfer

The student requires an airport transfer arranged by Malvern House

On arrival and departure

On arrival only

On departure only

No transfer required

We strongly recommend that under 18 students book an arrival and departure transfer. Our drivers are DBS checked to ensure students' safety, welfare and security. Malvern House cannot accept responsibility for children travelling alone.

## Independent travel outside the UK

My child is 16 or 17 years old and I authorise her/him to travel independently to places outside the UK (We strongly recommend that students join organised trips only)

Yes    No

## Accommodation

Please note that all under 18 students must stay in homestay accommodation with half board (breakfast and dinner), unless they are staying in private accommodation or with a closed group.

The student requires accommodation arranged by Malvern House

The student will stay in private accommodation while in the U.K.

Address \_\_\_\_\_

The student will be under the responsibility of a relation:

Relation name \_\_\_\_\_

Telephone \_\_\_\_\_

## Lunch arrangements

Please note that Malvern House does not provide lunch for students. If your child is travelling with a group, please check with the group leader for lunch arrangements.

For individual students, you can book full board accommodation, which includes a simple packed lunch. Otherwise, please make sure your child has enough money to buy their own lunch – there are many cafes and shops near the school.

## Medical details and parental consent:

Does your son/daughter have a medical conditions, illness or mental health condition that requires medical treatment? Yes      No

If Yes, please give details:

Does your son / daughter have any allergies? Yes      No

If Yes, please give details:

Is your son / daughter taking any medication at present? Yes      No

If Yes, please give details:

Can your son / daughter be given over-the-counter medicine (e.g. paracetamol, cough medicine)? Yes      No

If No, please give details:

I agree that in case of illness or medical emergency, give permission for my son / daughter to be attended to by a doctor, or hospitalised, and operated on in an emergency. I agree that they may be given medication according to a qualified doctor's advice. (Please tick the box if you agree).

I agree to inform Malvern House any change in our son's / daughter's medical condition before their arrival at Malvern House. (Please tick the box if you agree).

# Information for Parents/Guardians

## Homestay accommodation

Students in homestay accommodation will be welcomed as part of the family and will have breakfast and dinner with them. They are expected to follow the host family rules and they must tell their hosts if they are going to be late for dinner. In order to ensure the student's safety, if they go out in the evening, **they must be home by 10.30pm Sunday to Thursday or 11pm on Friday and Saturday at the latest** and tell the host where they are going. If they are late, the host family will contact the school, who may inform the agent or parents.

## In the school

Please note that the minimum age for enrolments in open adult classes at Malvern House is 16 years. Your daughter/son will be studying and mixing with adults of all ages, including break times and social programme activities, with minimum supervision. Malvern House also accepts closed groups of students with a minimum age of 12. Under 16s will be separated as far as possible from over 16s and will not join the over 16s social programme.

Malvern House welcomes all under 18s and takes their welfare and safety very seriously. Please be assured that all staff are checked for suitability before starting work and receive regular training in safeguarding under 18s. We have specially trained child protection officers and a comprehensive child protection policy, which you can find on our website:

London: <https://malvernhouse.com/our-policies/>

Brighton: <https://malvernhousebrighton.com/our-policies/>

Manchester: <https://www.communicateschool.co.uk/our-school/policies/>

# Policies

## Aim

To provide clear rules and robust procedures regarding attendance of all Malvern House students and to outline the UKVI requirements and conditions for visa students regarding their stay in the UK.

## Policy

Malvern House students are expected to attend all their classes. Any absence should be only because of illness. **It is the responsibility of the student to inform the school of illness by sending an email to the school as soon as possible, and before their class begins This will be taken as authorised absence.** If they have been absent for 3 days or more a Doctor's certificate must be provided. If a student is absent from class without a Doctor's Certificate, this will be treated as unauthorised absence.

## Exceptional Circumstances

Except in the case of illness, students are not permitted to be absent from classes except in exceptional circumstances, for example to visit a University that they may wish to study at. Exceptional permission may only be granted by the senior manager designated to hold this responsibility at the school.

## Attendance Percentages

### Acceptable Attendance

Malvern House expects attendance of 100%, with at least 80% as a minimum attendance percentage. However:

**Attendance below 80%:** Students will be required to improve their attendance. They will be given a 'verbal warning' that they must improve their attendance and are informed via e-mail/text and/or face-to-face that this will be kept on their record.

**If attendance does not improve during the week but continues to drop since the verbal warning** first formal written warning is issued and sent to student by email as well as text/other messaging channels. An appointment is made for them to discuss their attendance with the School Principal or Senior Academic Manager. These measures are recorded on the student's file.

**If attendance is below 80% and has continued to fall since their 1st written warning** Students will be issued with a 2nd Written Warning and will be given another appointment to see the School Principal or Senior Academic Manager to discuss unauthorised absences. This will be added to their record and agent/parent may be contacted and notified the student is on their final warning.

## Unauthorised absences without notification:

Any student who is under 18 and is absent will be treated as a Safeguarding Concern and all efforts will be made to contact that student, including contacting parents/agent/group leader/ if required. Ultimately, if we cannot contact a student who is under 18 on the day that they are absent, the Police will be informed. A full attendance review meeting with the School Principal will be scheduled if required and the academic team will be informed accordingly.

## Punctuality:

All Students (regardless of visa type) are expected to arrive on time for all class start times.

## Lateness mark:

Any student arriving after the class start time will be marked 'Late'.

## Behaviour Policy

In Malvern House, every student has the right to enjoy their lessons and work towards their educational goals without being disrupted by the misbehaviour of another student. During the induction process, the guidelines of unacceptable behaviour are made very clear to everyone. Teachers and Activity Leaders will address all cases of misbehaviour in the classroom or during activities. Any health and safety issues – like fire and smoke alarms – are made very clear during induction, as well as UK laws regarding smoking and drinking alcohol.

## Anti-Bullying Policy

Bullying will not be tolerated in any form. If you are being bullied or you know that someone is being bullied, please let us know. We will investigate all allegations of bullying and the punishments will be severe and can include suspension or expulsion.

## Complaints Policy

- All complaints, however small, will be treated seriously by our staff.
- We will deal with your complaints as fast as possible and respond to you within 24 hours.
- You will be offered a complaint form to fill out. You can ask our staff members for help.
- All complaints regarding academic issues (for example, about a specific teacher) should be passed on to our Director of Studies. The reception staff should not deal with academic complaints.
- If you have complaints about the quality of teaching, the Director of Studies needs to stay fair and listen to both sides, the one of the students and the one of the teachers.
- If a student who is under 18 makes a complaint and there are any concerns about the student, please inform a Child Protection Officer at the school.
- Every student should be clearly informed about our complaints procedure, which you can also find on our website. We will use your complaints as well as other sources of student feedback to improve our service to students.

## Safeguarding Policy

Malvern House is committed to ensure that all our students, especially those under 18, can study in a safe and secure environment. Safeguarding is our general duty of care towards all under 18 students, acting as 'as a caring parent would'. All members of staff and adults in contact with under 18s must do this, including group leaders and interns, who should all be familiar with this policy.

# Health and Safety

**The School Principal and the Safeguarding team** are responsible for ensuring your health and safety. For further information and other policies please visit our website:

London: <https://malvernhouse.com/our-policies/>

Brighton: <https://malvernhousebrighton.com/our-policies/>

Manchester: <https://www.communicateschool.co.uk/our-school/policies/>

## After school

Students in closed groups will be supervised by the group leader(s) after class. Students who are not part of a group will not be supervised after class and will be expected to travel to and from school independently, unless they have arranged otherwise with the homestay. The majority of our social programme activities are for age 16 upwards, but those in pubs and clubs are restricted to over 18s only. In the summer, some activities are specifically for under 18s only. Our social programme organiser can provide students with further details.

## Social conduct

Please note that under 18s are not allowed to buy or drink alcohol (except with a meal with an adult) or buy cigarettes.

## General conduct

Malvern House treats all students and staff equally, regardless of ethnicity, religion, sex, sexual orientation or any other difference. We also expect our students to be polite and respectful of others and to follow the class rules, displayed in each classroom and also in the Student Progress Diary. Malvern House has an anti-bullying policy and students should tell their teacher immediately if they have any problems with other students or staff.



## Progress reports

Your daughter/son will be given progress reports by their teacher every four weeks, which they can share with you. Please let us know if you would like us to send the report directly to you by contacting:

**London:** [malvern@malvernhouse.com](mailto:malvern@malvernhouse.com)

**Brighton:** [brighton@malvernplc.com](mailto:brighton@malvernplc.com)

**Manchester:** [manchester@malvernplc.com](mailto:manchester@malvernplc.com)

## Travelling to the UK

Please make sure that your child has the following items when s/he travels to the UK:

- Passport, also a copy of passport (and visa, if required) kept in a separate place in case of loss
- A copy of this Parental Consent Form to be shown at immigration control
- A copy of the Confirmation of Enrolment for immigration and arrival at school, which has the school's address and emergency phone number on it
- Your contact details
- A small amount of cash in pounds sterling, in case of need while travelling

## Information and support for under 18 students

Under18s are given a separate additional induction on their first day. This includes an information sheet with useful advice for their stay in the UK, including who to go to if they have a problem. Our Child Protection Officers are specially trained and your child can speak to them at any time.

**Support is available 24 hours a day on our emergency phones**

**Malvern House London: 07944 746379**

**Malvern House Brighton: 07879 591882**

**Communicate School Manchester: 07482 660030**

Malvern House undertakes to share any concerns about under 18 students with their agent and / or parents and to listen and respond to any concerns or questions the parent(s) may have.

# Information for Students under 18 years of age

## UK Law

By UK law you are not an adult until the age of 18, so Malvern House is committed to taking extra care of you. In order to do this, we need to know where you are and that you are safe and well at all times.

## Malvern House Students

Malvern House schools are normally for adults and accept students from age 16 and upwards. Students under the age of 18 who are not in a closed group will be studying and participating in social activities with adult students of all ages.

## Getting Help and Advice

The Senior Managers of the school have all received high level safeguarding training that enables them to act as child protection officers within the schools. Senior Managers who have received this training are called 'Designated Safeguarding Leads' (DSL). The Designated Safeguarding Leads in the each school are:

**Malvern House Brighton School: Sophie McAllister**

**Malvern House London School: Kris Hall**

**Communicate School Manchester: Giulia Mella**

They will introduce themselves to you on your first day and will look after you and are happy to speak to you at any time if you have problems or questions. They will introduce themselves to you on your first day. Their names and photographs are on noticeboards in the schools and their contact details can be found there also. Alternatively, you can ask reception to arrange a meeting for you with them at any time. You do not have to explain to reception what you want to meet them for.

## Attending Classes

It is very important that you come to school every day to make progress with your English. We also need to know where you are. If you cannot come to your classes for any reason, you **MUST** contact us by phone or email straight away (see details below). If we do not hear from you, we will try to contact you (or your group leader if you are here with a group) and if we cannot, we will also contact your parents.

## Travelling to and from School

You are responsible for travelling to and from the school. We are happy to advise you about your daily journey – please ask at Reception if you have any questions.

## Contacting the school

Please keep the school telephone numbers with you at all times and contact the school if you are going to be late or absent from class or if you have any problems. The general number, emergency contact details and email address of our schools are:

### Malvern House London

General Number: +44 (0)207 520 0470

Emergency Phone Number: 07944 746379

Email Address: malvern@malvernplc.com

### Malvern House Brighton

General Number: +44 (0) 1273 661 575

Emergency Phone Number: 07879 591882

Email Address: brighton@malvernplc.com

### Communicate School Manchester

General Number: +44 (0)161 235 8480

Emergency Phone Number: 07482660030

Email Address: manchester@malvernplc.com

## Evenings

If you are staying in a homestay, please contact your family if you are going to arrive home later than usual. You must arrive home by 10.30 pm at the latest (11 pm on Friday and Saturday nights). If you arrive later than this, your host family will contact the school. If you have evening meals with your homestay family, please remember to let them know in good time if you won't be home for the meal.

Students that are staying in a student residence, or, in any other form of accommodation that has not been booked through Malvern House, it is strongly recommended that the same curfew hours are kept by students who are under 18. Students should be home by 10.30 pm at the latest on a school night and 11pm on a Friday and Saturday night.

## Alcohol, Cigarettes and Drugs

It is against the law for under18s to drink or buy alcohol, except with a meal with adults. This is a serious matter and you may be arrested if you drink alcohol in a public place. It is also illegal to buy cigarettes and, of course, all types of drugs- always say no if offered.

## Social Programme

You can participate in many social programme activities, but not in events in clubs and pubs for adults only. However, the programme includes regular parties for under-18s only – these are clearly indicated as suitable for your age group. The school also offers trips organised by our travel agent partners to other parts of the UK or to Europe. If you would like to join these, the school needs to have a signed declaration from your parent or guardian. Please note that the school is not responsible for students on social programme activities, though we will aim to ensure your safety and comfort at all times.

## Safety in the City

Crime is generally low in UK Cities, but, as with all cities, you need to be careful. These are some of the things you can do to stay safe:

- Don't carry lots of money or valuables with you and do not place your bag or handbag on the back of a chair in restaurants or other public places – keep it with you at all times.
- If you are going home after dark, try to go with friends or get a taxi if possible. You should never get in an unlicensed cab which approaches you. You should avoid dark quiet places and parks and stay in busy brightly lit areas.
- Be careful when crossing the road, as traffic runs on the left-hand side of the road – the opposite to the rest of Europe and most other countries. Look both ways, listen carefully and remember that some roads are one way only. If possible, cross at the traffic lights or at a zebra crossing.
- If you have any problems, please contact the school using the emergency phone at any time. Or you can find someone in authority, such as a police officer to help you and show them your Malvern House student card.

## E-Safety & Social Media

Please be aware when using social media. It is not appropriate to become friends with your teachers on Facebook or other sites and in general please be careful who you make friends with on social media. You should never give out your personal details or meet in person someone who you have only had contact with online. Though most people are honest, it is easy for people to hide who they really are behind an online identity. Bullies can also use social media in this way, as they feel they can target their victims without being discovered. Be aware also that you may not be able to control who sees any photos that you post online or send via mobile phone, so do not release any photos that you might regret later. Be careful what you share! If you have a phone or tablet, it is your responsibility to keep it safe. Do not leave it unattended, or others may use it without your permission. If you have any problems with bullying, unwanted contact or any other social media issues, please speak to your teacher.

## Further Information

[www.travelsafe-abroad.com/united-kingdom/](http://www.travelsafe-abroad.com/united-kingdom/)

[www.visitbrighton.com](http://www.visitbrighton.com)

[www.visitlondon.com](http://www.visitlondon.com)

[www.visitmanchester.com](http://www.visitmanchester.com)

## Accommodation and Transfers:

I confirm that my son/daughter will require half-board accommodation as per Malvern House's recommendations.

I confirm that my son/daughter will require an airport transfer as per Malvern House's recommendations.

I confirm that my son/daughter will not require half-board accommodation despite Malvern House's recommendations.

I confirm that my son/daughter will be staying at accommodation that has not been booked through Malvern House. I understand that Malvern House will need to ensure that the accommodation is suitable for a student who is under 18 and will provide all information required for a Risk Assessment to be completed on the accommodation. I understand that Malvern House may need to visit the property.

I confirm that my son/daughter will not require an airport transfer despite Malvern House's recommendations.

## Declaration

I am this student's parent/guardian and I give my consent for her/him to undertake a course of study with Malvern House and to live and travel independently in the UK.

I confirm that I understand that the Designated Safeguarding Lead in the school has a legal responsibility to ensure my child remains safe while in the UK. My child will follow any advice or instructions that they receive from the Designated Safeguarding Lead regarding staying safe in the UK

I consent to my child taking the programme on the basis of the policies stated above

In addition, I have read and understood the information above, which I have passed on to my daughter/son:

Name \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_