

## Parental/Student Consent Form

Under UK law, all people under the age of 18 are regarded as children. For this reason, we require students who are aged 12 to 17 years old to obtain consent from a parent or guardian to study at the Oxford School of English and to participate in activities and excursions.

Student's Details	
Name	
Date of birth	
Nationality	
First language	
Home address	
Enrolled to study at	Oxford School of English 14 Friars Entry, Oxford OX1 2BZ +44 (0) 1865 202061 info@oxfordschoolofenglish.com
Date of arrival	
Date of departure	

Personal Information of Parent/Legal Guardian	
Name	
Relationship to student	
Home address	
Contact number	
Email address	
Alternative emergency contact	Name: <input type="text"/> Contact number: <input type="text"/>

Students and a parent or legal guardian should read the information below. Please tick the appropriate boxes to indicate agreement.

### Travel to the UK and Oxford

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

I certify that the above-named student will travel to the UK for the purpose of studying at Oxford School of English.	<input type="checkbox"/>
The Oxford School of English provides insurance for students at the teaching premises during school hours, and on activities, excursions and transfers arranged by us. We strongly recommend that students take out a travel insurance policy to cover their personal belongings, travel arrangements and any activities they organise independently.	<input type="checkbox"/>

Please tick **ONE** box and **provide details if required**:

The student will be collected from a UK airport or port by a coach or taxi arranged by Oxford School of English.	<input type="checkbox"/>
The student will travel independently from a UK airport or port to Oxford. <b>Please provide details below:</b>	<input type="checkbox"/>

**Accommodation**

*Please tick the appropriate box:*

I understand that in any accommodation arranged by Oxford School of English, the rules that are laid out in the student handbook must be respected at all times.	
I understand that students will travel independently, with no supervision, on public transport between the school or meeting point and their accommodation.	
I understand that Oxford School of English has no control over or influence on accommodation that has been arranged independently of the school.	
I understand that my son/daughter must adhere to a strict curfew, the time of which will be communicated to students during their induction.	
If your son/daughter is staying with family members or is in accommodation arranged by yourself, please give full details:  <b>Name of responsible adult in accommodation:</b>  <b>Date of birth:</b>  <b>Relationship to your son/daughter:</b>  <b>Address:</b>   <b>Mobile:</b> <span style="float: right;"><b>Email:</b></span>	

**Tuition, Activities and Excursions**

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

I understand that Oxford School of English occasionally uses video to observe lessons and for students' project work. In the first instance, this allows teachers the opportunity to review lessons, and therefore improve the teaching strategies and techniques that we use to promote the students' learning. Also, some students may be able to use video cameras to work on group film projects.	
I give consent for the above-named student to participate in activities and excursions organised by or through Oxford School of English.	
I give consent for the above-named student to participate in activities and excursions organised by the group leader or agency independently from the school.	
I give consent for my son/daughter to have free time for shopping on trips arranged by the school. Students are given one hour in most cases, occasionally an hour and a half to go shopping and enjoy the attractions in that particular area.	
I give consent for my son/daughter to have unsupervised free time in Oxford during the time between the end of the classes and the activities (or vice-versa), and the time after their evening meal at their accommodation.	
I give consent for my son/daughter to have unsupervised free time on their free day on Saturday or Sunday (if applicable) from 09:00 – 18:30. If your child is 14 or under, they will remain with their host family for the day if not accompanied by their group leader or member of OSE staff.	
I give consent for photos taken during School lessons, activities and excursions to be used in future promotional material	
I understand that such activities may involve travelling to cities other than Oxford.	

**Medical Treatment**

*Please tick the box to indicate that you agree to the following:*

I give consent for the above-named student to receive first aid from a trained First Aider, and/or for Oxford School of English and its representatives to arrange medical treatment in the event of accident, injury or illness.	
I certify that the school has been informed of all medical and behavioural conditions. Please list any medical and/or behavioural conditions below:	

## INFORMATION FOR PARENTS OF UNDER 18s

Please note that students will be supervised during classes, activities (if applicable) and meals (if applicable) but there will be times when students will not be supervised. These are after their lessons and after evening meals. Your son/daughter will have unsupervised free time on their free day on Saturday or Sunday (if applicable) from 09:00 – 18:30. If your child is 14 or under, they will remain with their host family for the day. Your son/daughter will have free time for shopping on trips arranged by the school. Students are given one hour in most cases, occasionally an hour and a half to go shopping and enjoy the attractions in that particular area.

### Junior Summer School unsupervised times:

12:00 – 14:00 or 12:30 – 14:30; and 19:00 – 21:30

### Adult School unsupervised times (times below depend on course selection):

10:45 – 11:15; 12:30 – 12:45; 13:35 – 14:30; 17:15 – 19:00; and 20:00 – 22:30

If your son/daughter is enrolled on a course that takes place at our Friars Entry premises (mini-stay groups and individual U18s not enrolled on our Junior Summer School programmes) then they will be mixed with the general student population, many of which will be over the age of 18.

### Students will be asked to follow these guidelines and take our advice to:

- Call group leaders or the school if ill; students will have to come into school if their host family is not home or if staying in the student accommodation. The school will arrange medical attention if necessary.
- Call the school if there is any other reason for which they cannot come to school.
- Respect the host-family's and school's curfew time and make sure they are home no later than 9:30pm or 10.30pm if previously agreed prior to arrival at their host family/residential accommodation.
- Always travel in pairs or in a group for safety especially in the evenings or late at night.
- Always carry the bus time-table or download the app so they know what time the buses are due.
- Always use the main roads when walking home in the evenings and to not use short-cuts.
- Always use the pedestrian crossings when crossing the road and remember we drive on the left hand side of the road in the UK.
- Always carry their Student Card with their host-family's telephone number and the school's emergency numbers with them and not just in their phone.
- Not accept lifts from people they do not know or anyone who claims to know them through a friend or their host-family.
- Not accept any alcohol from anyone and not offer to carry any alcohol or drugs from anyone.
- Make sure they know the meeting time place and have the emergency telephone numbers when they are given free time during an excursion.
- Always travel in pairs or groups and always inform the school at the end of the excursion and when you have arrived home, if they are allowed to make their own way home from a weekday excursion.
- Speak to our U18s welfare officer or anyone at the school if they have any questions or problems.

### The Oxford School of English specifies that students must abide by the rules below during their stay with us:

1. Students must arrive on time and attend all lessons, activities and excursions as shown on their timetable.
2. If students are ill and part of a closed group or junior programme, they must telephone their group leader or the emergency number to inform staff.

3. If students are ill and enrolled at our adult school, they must contact the reception team on +44 (0)1865 202061 to inform staff.
4. Students are allowed to leave the premises during lunchtimes and after their afternoon lessons or activity. They should take care when crossing roads and remember that in England cars drive on the left.
5. Smoking is not permitted anywhere on teaching premises and Homestay accommodation.
6. On activities and excursions, students should wear appropriate clothing, use polite language, be attentive and speak in English at all times. Any student causing offence or acting in an unacceptable manner may forfeit their place on future activities and excursions and be subject to disciplinary procedures.
7. Oxford School of English reserves the right to ask a student to leave because of serious misconduct or non-payment of fees. All students and staff at the Junior Summer School are expected to show respect to each other at all times. The following behaviour is not acceptable: harassment, bullying, actual threats of violence, damage to personal property and verbal abuse based on racial, sexual or religious differences.
8. Disciplinary procedure consists of one verbal warning, one final warning and after a third severe incident, the student will be sent home. The parent or legal guardian will be kept informed at all stages and will be liable for the cost of alternative accommodation arrangements and the return journey (travel to the airport and return flight).
9. Please observe the following laws in the UK: you must be over 18 to buy and consume alcohol, and to buy cigarettes. Shoplifting is taken very seriously and may result in be being arrested and prosecuted. Any student found to have broken the law will be expelled from the school.
10. All junior summer school students have a curfew of 21:30 in homestay accommodation unless otherwise agreed with the Operations manager. All junior summer school students have a curfew of 22.00 in residential accommodation.
11. All other U18 students have a curfew of 22.30 in homestay accommodation unless otherwise agreed with the Operations manager, School Principal and agent/school.

**Parents/Legal Guardians and students are required to sign this document to indicate that they have read and understand the rules. This must be completed and returned to us before the start of the course.**

<b>1. Name (Parent or Guardian)</b>		<b>2. Name (Parent or Guardian)</b>	
<b>Your English Level:</b>		<b>Your English Level</b>	
<b>Signed</b>		<b>Signed</b>	
<b>Date</b>		<b>Date</b>	

<b>Name (Student)</b>	
<b>Signed</b>	
<b>Date</b>	

**Please complete and return this form as soon as possible to:**  
[groups@oxfordschoolofenglish.com](mailto:groups@oxfordschoolofenglish.com) (closed mini-stay groups and Junior Summer School bookings)  
[info@oxfordschoolofenglish.com](mailto:info@oxfordschoolofenglish.com) (all other bookings)