

# A welcome return to our School for Agents 2020



It has been over 3 months since LanguageUK closed its doors to students. Closures happened in quick succession across the world as a measure to contain covid-19.

So as time has gone on and lots of advice later, we have decided to open LanguageUK for face to face students August 31st, 2020. We are slowly starting to prepare and welcome back staff and students. English UK have given us at these times so much information and guidelines along with the government guidelines to ensure a safe re-opening for English language centres across the UK. I have been busy implementing all risk assessments, health and safety of the building and we are now ready to open.

The focus for LanguageUK is retaining the health and wellbeing of students and staff in the wake of this pandemic and to make sure covid-19 remains outside the school buildings. One thing we do have is a very large spacious school.

We are delighted that we have been awarded the Visit England 'We're Good to Go' certificate which means we have put all the UK Government & English UK safety recommendations in place and we're ready for our first students!



Verity Sessions (Designated Lead Safeguarding officer)

## Contact information

LanguageUK

9 St George's Place

Canterbury

CT1 1UT

+44(0)1227 455556

[www.LanguageUK.co.uk](http://www.LanguageUK.co.uk)

[info@languageuk.co.uk](mailto:info@languageuk.co.uk)

[verity@languageuk.co.uk](mailto:verity@languageuk.co.uk)



If there is an emergency and you need to speak to someone out of school hours, please call

**+44 (0)7767 601210**

If you call the emergency telephone and no one picks up, please leave a clear voice message with your name and telephone number and someone will call you back. This number is written clearly on (your) student card and around the school.



# EMERGENCY CONTACT

# WE ARE WORKPLACE READY

Building access clearly communicated through signage. We have a one-way system around the school which will be explained, this includes stairwells one for going up and another for coming down.



Class sizes will be 8 maximum to maintain social distancing. Currently the guidance is to keep a distance of 1 metre, in addition to other safety measures.



Cleaning stations in each classroom are provided along with hand sanitiser, wipes, and spray disinfectant.



Classrooms will be sanitized after each session.

Classroom doors will be left open and all windows will be open to aid ventilation and to avoid students and staff touching doors.

All classrooms in use will be cleaned every day.

The location of classes will be staged across different floors to ensure separation is maintained.

Hand sanitiser is available on every floor and in the reception area when you walk in.

We have toilet facilities on each floor with clear instructions for use which will be explained. The toilets will be cleaned 4 times a day.



We will be moving many of our Reception services to online.

There will be no reception available, but you will be met at the front door by administration staff who will be in masks. For now, we shall set up a virtual reception and will ask copies of your passport to be sent digitally and any meetings you would require this can be done by WhatsApp, face time, Zoom.... when we feel we can lift the virtual reception we will be able to face to face which is preferable.

Registration will all be done digitally, and we may introduce an appointment system for Reception and the Academic and Accommodation offices, if this is necessary, to ensure social distancing is maintained.

Any language testing will be done before you arrive.

You will be asked to return all your parental consent forms, medical forms liability waivers before your students arrive in the UK.

Online and digital resources will be used instead of hard copies. Any course books will be given out by your teacher and there will be a designated area to drop off the books when you have finished with them.

We will ask you to send us a scan of your students' passport so that we do not need to handle the passport when they arrive. However, if we still need to see the passport, we will ask the student to show it to us.

If your student requires a visa to study in the UK, we will ask you to photograph the visa page of their passport and email to us.

Students will be required to bring their own pens, paper, laptops. LanguageUK will not provide paper or pens.

Classes will be assigned a room, which will not change. Rooms will be large enough to accommodate all students and their teacher while maintaining social distancing. Students will be assigned their own desk in their classroom, which no other student will use.

Students will be taught for now in the "Bubble" approach.

Where this is not against fire safety regulations, doors will be left open to ensure ventilation throughout the building and to reduce the need for touching door handles. Doors will be cleaned each day before students arrive and throughout the day.

Class start times and finish times as well as breaks will be staggered to ensure that not all students in the school are in the Common Room at the same time. You will be told your class times and break times when you have been assigned to your class

Weather permitting all students will be encouraged to take their break in our spacious garden. Even while in the garden, social distancing rules will apply. If the weather is good, we may even teach in the garden.

We have two conference rooms available for larger classes or specialist courses to accommodate up to 10 in one and 20 in another.



Teachers will wear masks depending on government guidance and will maintain social distancing.

**As per Government instructions all students must bring with them, face masks. This is always now compulsory for travelling on Public transport in England and for entering shops and now for wearing in the school. Under these new rules Police can fine up to £100 if you are not wearing a mask on Public transport and in the shops.**

**All students must bring masks**



It is possible to buy extra supplies of these items once you have arrived in the UK. Face masks or coverings should not be worn for more than 4 hours as they become ineffective after that time. If you feel you need or want to wear a face mask for extended periods of time, you may need two or even three for each day.

You may want to bring some disposable plastic gloves for extra protection, and several bottle of hand snaitising gel for the duration of their stay here.

**Please advise your groups and individual students of all these measures.**

Our canteen area and garden are also available and has now been set up to include social distancing.

There will be staggered lunch breaks and coffee breaks to avoid crowding. We will provide you with clear guidance once you have arrived.



There is no kitchen access for students.

Many cafes, restaurants will be back open from the 4th July 2020 with safety measures in place, we have a large supermarket within 3 minutes' walk of the school. We are in the heart of Canterbury with many places open for take away, so no shortage of food and our wonderful garden is a lovely spot to relax, enjoy and maintain social distancing. The school Coffee Shop will be open for the sale of pre-packaged food only. We have removed all communal water facilities from the building, and we advise all students to bring their own water bottle or they can purchase bottled water from our canteen.

#### **Before arrival:**

Before your students arrive in the UK they must provide the address where they will be staying in the UK and their contact details, as well as details of their travel arrangements. They must do this before they arrive, but they can do it more than 48 hours before their arrival. They do this by using the Public Health Passenger Locator Form. Please make sure all students/leaders have a printout of the completed form or access to it on their phone to show to the UK immigration officer when you arrive.

<https://www.gov.uk/provide-journey-contact-details-before-travel-uk>

This website has the latest information on all required forms that need to be filled in before arrival. LanguageUK are not responsible if this has not been done.

#### **We ask Parents:**

Monitor their child's temperature before their departure and not to allow their child to travel if they have a fever higher than 38.0 C.

To ensure traceability, please notify us immediately if any of your students are diagnosed with Covid-19 after their return.

#### **Entering the UK:**

From Friday 10 July visitors to England will not have to self-isolate on arrival if they are travelling or returning from one of the countries with travel corridor exemption.

If you have been to or stopped in a country that's not on the travel corridors exemption list for England, you will have to self-isolate until 14 days have passed since you left that country/ territory.

View the travel corridors exemption list and the full guidance.

[https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors?\\_cldee=YW5uaWVAZW5nbGlzaHVrLmNvbQ%3d%3d&recipientid=contact-10bd902f9648e81181215065f38a4a41-fe4ab2369a9f43a0a8b46ea820fe4900&utm\\_source=ClickDimensions&utm\\_medium=email&utm\\_campaign=Covid-19&esid=32876ebf-7abc-ea11-a812-000d3aab18bd#travel-corridors-countries-and-territories-exemption-list](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors?_cldee=YW5uaWVAZW5nbGlzaHVrLmNvbQ%3d%3d&recipientid=contact-10bd902f9648e81181215065f38a4a41-fe4ab2369a9f43a0a8b46ea820fe4900&utm_source=ClickDimensions&utm_medium=email&utm_campaign=Covid-19&esid=32876ebf-7abc-ea11-a812-000d3aab18bd#travel-corridors-countries-and-territories-exemption-list)

<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>

This site will provide you with all the up to date information on entering the UK.

<https://www.gov.uk/uk-border-control>

#### **Airport transfers:**

We suggest for now that you book all travel to and from the airports through us. One student per taxi. We use a very reputable company and all taxis will be thoroughly cleaned and sanitised for every journey. For groups we will be using Taylor Travel and we can send you a copy of their risk assessment if required.

#### **Quarantine in the UK:**

We are hoping this will not be in place but if you are asked to quarantine, then you can do that at our student residence. U18 will be in homestay only. We are there to help you with everything whilst quarantining. Individual students only will be able to learn online whilst you wait for the 14 days to finish.

Please see <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

#### **Travel Insurance**

We do not recommend students to travel without travel insurance before arriving in the UK.

## Health Insurance

EU nationals may be entitled to some free emergency medical treatments through the National Health Service (NHS) in the UK. Check that you have a European Health Insurance Card (EHIC) in your wallet before travelling and that it is still valid and has not expired. You must apply for the EHIC in your own country, not in the UK.

If you are not sure whether the UK has a reciprocal healthcare agreement with your country, visit the Department of Health website:

<https://www.gov.uk/government/organisations/department-of-health-and-social-care>.

If you are not an EU national and your country has no reciprocal health agreement with the UK, it is strongly recommended that you take out private medical insurance before you leave home.

Please check before any of your students leave that they have enough cover of insurance and health insurance. We advise all agents to investigate this from their own country as many insurance brokers are not covering Covid-19.

## Travel to and from the school:

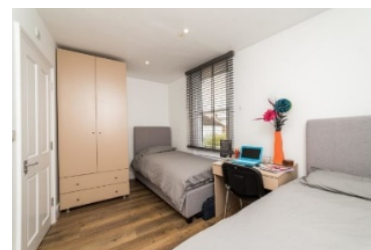
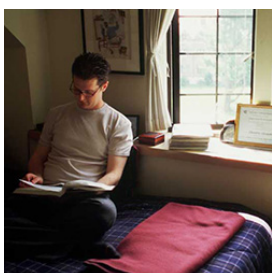
We are looking at staggering start times or starting later to avoid rush hour traffic, this will be confirmed.

Students can walk to the school from our residential 5 minutes for over 18 only. For juniors we will endeavour to put you in walking distance to the school with one of our homestay providers, however we cannot guarantee this as we are not allowed to put more than 1 person in a room and we are currently waiting further advice from English UK and you will be updated accordingly, there will be no last minute changes to accommodation or any movement once your students are here. Please make sure all your schools and leaders and students are very aware of this.

If your students must use public transport, they must wear a mask or face covering otherwise they will not be allowed to travel. Please also note that buses are operating with a maximum capacity of about 20, so if the bus is full, they will not be allowed to board.

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

## Accommodation options



## Accommodation options that are available is homestay and residential:

All our homestay providers will have been reviewed by the end of August 2020 and re-inspected online with new covid-19 homestay risk assessments by our accommodation officer Joanna Galek. Any questions please email [accommodation@languageuk.co.uk](mailto:accommodation@languageuk.co.uk)

Homestay providers will follow the government guidelines on social distancing.

One student per household unless they are from the same family, this is only until we know differently. We are happy for students from the same school if it is agreed with the parents to share, we are not liable if any of these shared students must quarantine or get covid-19.

Homestay hosts will adhere to a high standard of cleaning throughout your stay.

Our two residential houses are being prepared now with a deep clean and we will be keeping one house empty for quarantine students only.

Students will have a self-managed rota system for use in the shared kitchen.

Shared kitchens will be deep cleaned once a week.

Over 18's only allowed in the residential houses.

**No visitors allowed.**

## Social activity

The social activity outside of lessons plays an important part for all students. We will be able to provide local and as many outdoor activities as possible. There will be a minimal use of public transport, and we will only offer activities

where we can adhere to the correct social distancing measures. As per government guidance we will not be offering day trips to other cities or places until it is safe to do so.

While restrictions are in place, we will be running a modified Social Programme that will have more of an emphasis on outdoor and online activities. The exact activities will be dependent on UK Government guidelines in place at the time. As we are operating a 'bubble' approach, we will be unable to offer activities that mix classes unless these activities are online.

We are unlikely to be able to offer trips to other cities such as London, Cambridge, or Oxford. However, we may be able to offer trips to interesting locations within Canterbury, although these will need to be as a class, rather than a group of students from different classes. All activities will be risk assessed thoroughly before going ahead to ensure that any potential risk to students and staff is managed.

Under current UK Government guidelines, it is possible to meet up to 8 other people outside. There are plenty of parks and green spaces in Canterbury to allow you to do this. However, until UK Government guidelines are eased further, we ask that you do not socialise face-to-face with anyone not in your class or your household.

There will be no outside socialising for Junior groups at any time unless it is organised by LanguageUK. All schools, junior students and leaders must be made aware and there will be no leader allowed to organise their own group events outside of LanguageUK.

### **What happens if any of my students develop symptoms of covid-19 whilst attending LanguageUK?**

**Students need to contact our emergency phone +44 (0)7767 601210 straight away if they feel unwell. Or their leaders.**

**Individuals with cough or fever should stay at home.**

We will be asking all our students to tell us immediately if they feel unwell, either by calling the school during opening hours or calling the emergency number outside opening hours and if they suspect they have COVID-19 symptoms. If your student or staff member appears unwell in school, we may take their temperature using a non-contact thermometer and if we feel they are displaying potential symptoms of COVID-19 they will be asked to return to their homestay or home. The student or staff member will be asked to request a COVID-19 test as soon as possible and no later than 5 days. The test can be requested online. If the student or staff member tests positive, everyone in their class 'bubble' will be informed. However, for data protection reasons, we may not be able to tell you who has tested positive. You do not need to pay for a COVID-19 test in the UK.

If your student needs to consult a medical professional, you can call **111** on your phone and trained professionals will be able to help you. We can help you with this if you need us to.

Our safeguarding officer at the school will also contact their Local Health Protection team on 119

In the event of a student or host(s) showing symptoms or testing positive:

- Communicate with your homestay provider and our accommodation officer
- Hosts will need to isolate together with students.
- Where hosts absolutely refuse to host in such a case, call **111** - government accommodation may be provided as a last resort
- In cases where symptomatic individuals are accommodated in a home share, all resident's in the home share must self-isolate as a household.

Where a student in residential accommodation shows symptoms of Covid-19:

- The student will need to isolate in the room
  - Meals and extra linens should be brought to the room
- Cleaning should not take place in the room during the self-isolation period
- Extra bin bags will be provided for the student
  - If the student is in a residential apartment with shared facilities (eg. kitchen, bathroom) it is possible that all students in the apartment will need to self-isolate.

We do have a second house that we will use for isolation only.

**We will make sure the student who is ill is well cared for and other students and staff are safe. You will be required to fill out the form in this pack if you are showing any signs of Covid-19.**

**For more information:**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### **School lockdown/closure**

If there is a confirmed case of Covid-19 at LanguageUK, guidance will be taken from our local Public Health Protection team. We will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken

Useful numbers:

In an emergency call 999

Non-emergency 111

### **Local hospital**

#### **Kent and Canterbury Hospital**

Ethelbert Rd

Canterbury

CT1 3NG

Tel No: 01227 766877

Open 24 hours

If a student or a member of staff contracts COVID-19, the school may need to close for up to 2 days for deep cleaning.

During this period, all courses will be moved online.

In the unlikely event of a Government shutdown, all courses will be moved online, and you will be very welcome to stay in your accommodation and remain in the UK or return home and continue studying from there. If you do not wish to transfer to online courses, you will be offered a credit note valid for two years from your last day studying with us.

### **Students U18**

If a child presents symptoms, a member of staff will be asked to volunteer to supervise the child along with a group leader.

The member of staff will arrange NHS Testing or call 999 in emergencies on behalf of the child and the leader will be responsible for contacting the parents. The member of staff will wear PPE as protection.

The child, leader and member of staff must be placed in an isolation room.

If there is a confirmed case of Covid-19 during this time, guidance will be taken by our local Public Health team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken.

**If you have other questions or what some more advice, please do not hesitate to ask.**

**You can email [verity@languageuk.co.uk](mailto:verity@languageuk.co.uk)**

**We look forward to working with you.**

**Additional information can also be found with English Uk**

<https://www.englishuk.com/coronavirus/agents>

[https://www.englishuk.com/uploads/assets/covid19\\_page/Covid-19-English-UK-member-centres-information-for-agents-on-reopening.pdf](https://www.englishuk.com/uploads/assets/covid19_page/Covid-19-English-UK-member-centres-information-for-agents-on-reopening.pdf)

**Please see below sample forms:**

## COVID-19 Medical Questionnaire

Complete this form to report your coronavirus symptoms and status. This form will help us best attend to you, and manage the potential spread of the virus.

### PERSONAL DETAILS:

|   |  |
|---|--|
| NAME:   |  |
| TELEPHONE NUMBER:   |  |
| EMAIL:  |  |
| EMERGENCY CONTACT DETAILS:  |  |
| ADDRESS OF WHERE YOU ARE STAYING: PLEASE INCLUDE RESIDENTIAL AND HOMESTAY PROVIDER. |  |
| CONTACT DETAILS OF HOMESTAY PROVIDER:   |  |

### SYMPTOMS:

|  |     |    |                      |     |    |
|--|-----|----|----------------------|-----|----|
| WHAT SYMPTOMS ARE YOU EXPERIENCING OR EXPERIENCED? |     |    |                      |     |    |
| CHEST PAINS:                                       | YES | NO | DIARRHEA:            | YES | NO |
| FATIGUE:   | YES | NO | FEVER:               | YES | NO |
| VOMMITTING:  | YES | NO | MUSCLE PAIN:         | YES | NO |
| LOW APPERTITE:                                     | YES | NO | SHORTNESS OF BREATH: | YES | NO |
|  |     |    | OTHER:               |     |    |

### APPROXIMATELY, WHEN WAS THE FIRST DAY WHEN SYMPTOMS APPEARED?

|  |
|--|
|  |
|--|

### HAS A COVID-19 TEST BEEN DONE?

|                          |     |    |
|--------------------------|-----|----|
| YES WAITING FOR RESULTS: | YES | NO |
| YES POSITIVE:            | YES | NO |
| YES NEGATIVE:            | YES | NO |
| NO:                      | YES | NO |

### WHEN WAS THE TEST TAKEN?

|  |
|--|
|  |
|--|

### WHAT WAS THE RESULT OF THE TEST?

|           |  |
|-----------|--|
| POSITIVE: |  |
| NEGATIVE: |  |

### DO YOU HAVE ANY PRE-EXISTING HEALTH CONDITIONS?

|  |
|--|
|  |
|--|

### PERMISSION

I consent to this information being shared within LanguageUK.

Signature:

Date:

## LANGUAGEUK CORONAVIRUS SELF DECLARATION FORM (adult).

For the health and safety of LanguageUK and our community, declaration is required. Be sure the information you give is correct and complete. Please get immediate medical attention if you have any signs of covid-19 and fill in our questionnaire in your pre arrival pack.

|   |            |           |
|---|------------|-----------|
| <b>NAME:</b>  |            |           |
| <b>PASSPORT NUMBER:</b>   |            |           |
| <b>HAVE YOU TRAVELLED ABROAD IN 2020?</b>   | <b>YES</b> | <b>NO</b> |
| <b>NAME AREAS VISITED COUNTRY, STATE AND CITY:</b>  |            |           |
| <b>PLEASE INCLUDE DATES OF TRAVEL AND RETURN DATES FOR EACH AREA.</b>                                 |            |           |
| <b>HAVE YOU BEEN IN CONTACT WITH ANY PEOPLE BEING INFECTED, SUSPECTED OR DIAGNOSES WITH COVID-19?</b> |            |           |
|   | <b>YES</b> | <b>NO</b> |
| <b>PLEASE STATE YOUR RELATIONSHIP WITH THE PEOPLE AND YOUR LAST CONTACT DATE WITH THEM.</b>           |            |           |
| <b>PLEASE STATE WHETHER YOU'VE EXPERIENCED.ARE EXPERIENCING THE FOLLOWING:</b>                        |            |           |
| <b>COUGH</b>  | <b>YES</b> | <b>NO</b> |
| <b>FEVER</b>  | <b>YES</b> | <b>NO</b> |
| <b>SHORTNESS OF BREATH</b>  | <b>YES</b> | <b>NO</b> |
| <b>LACK OF TASTE AND SMELL</b>  | <b>YES</b> | <b>NO</b> |

I acknowledge that the information I have given is accurate and complete.

|                   |
|-------------------|
| <b>DATE:</b>      |
| <b>SIGNATURE:</b> |

## LANGUAGEUK COVID-19 Liability Waiver and Release Form. (Adult only)

The World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person-to-person through respiratory droplets, the government has set recommendations, guidelines, and some prohibitions which LanguageUK adheres to comply.

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I am aware of the existence of the risk of my physical appearance to LanguageUK and my participation to learning English that may cause injury or illness such as covid-19 that may lead to death.
- I have not experienced any symptoms in the last 14 days relating to COVID-19.
- I have not or any members of my house hold travelled in the last 30 days by sea or air apart from myself who will travel to Languageuk on the .....
- I have not or any member of my household been diagnosed with in COVID-19 the last 30 days.
- **Following the pronouncements above I hereby declare the following:**
- I am fully and personable responsible for my own safety and actions while and during my participation with LanguageUK on a course and I recognise that I may be at risk of contracting COVID-19.
- With full knowledge of the risks involved, I hereby release waive, discharge to LanguageUK its board of directors, employees and representatives and assign from any and all liabilities claims, demands, actions, and causes of actions whatsoever directly or indirectly arising out of a related to any loss or damage injury or death that may be sustained by me related to, COVID-19 while participating in any activity while in, or around the school or homestay provider that may lead to unintentionally exposure or harm due to COVID-19.
- I agree to indemnify, defend, and hold harmless LanguageUK from any costs, expenses, damages, lawsuits and or liabilities or claims due to injury loss or death related to COVID-19.
- By signing below, I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am (18) years old and over, and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

Date:

Signature:

## LANGUAGEUK CORONAVIRUS SELF DECLARATION FORM (U18).

For the health and safety of LanguageUK and our community, declaration is required. Be sure the information you give is correct and complete.

|   |            |           |
|---|------------|-----------|
| <b>NAME:</b>  |            |           |
| <b>PASSPORT NUMBER:</b>   |            |           |
| <b>HAVE YOU TRAVELLED ABROAD IN 2020?</b>   | <b>YES</b> | <b>NO</b> |
| <b>NAME AREAS VISITED COUNTRY, STATE AND CITY:</b>  |            |           |
| <b>PLEASE INCLUDE DATES OF TRAVEL AND RETURN DATES FOR EACH AREA.</b>                                 |            |           |
| <b>HAVE YOU BEEN IN CONTACT WITH ANY PEOPLE BEING INFECTED, SUSPECTED OR DIAGNOSES WITH COVID-19?</b> |            |           |
| <b>YES</b>  | <b>NO</b>  |           |
| <b>PLEASE STATE YOUR RELATIONSHIP WITH THE PEOPLE AND YOUR LAST CONTACT DATE WITH THEM.</b>           |            |           |
| <b>PLEASE STATE WHETHER YOU'VE EXPERIENCED.ARE EXPERIENCING THE FOLLOWING:</b>                        |            |           |
| <b>COUGH</b>  | <b>YES</b> | <b>NO</b> |
| <b>FEVER</b>  | <b>YES</b> | <b>NO</b> |
| <b>SHORTNESS OF BREATH</b>  | <b>YES</b> | <b>NO</b> |
| <b>LACK OF TASTE AND SMELL</b>  | <b>YES</b> | <b>NO</b> |

|  |              |
|--|--------------|
| <b>Childs temperature before departure: (do not allow your child to travel if they have a fever higher than 38.0 C.)</b> | <b>Date:</b> |
|--|--------------|

To ensure traceability, please notify us immediately if any of your students are diagnosed with Covid-19 after their return.

I acknowledge that the information I have given is accurate and complete.

|                   |
|-------------------|
| <b>DATE:</b>      |
| <b>SIGNATURE:</b> |

## LANGUAGEUK CONSENT FORM

(Group students U18 travelling with designated group leaders)

**Please complete all sections. Send pages 1,2 and 3,4 back to us and give a copy to your son/daughter to travel with.**

**We, the parents/guardian's consent that our son/daughter can take part in a language course at LanguageUK. We confirm that our child has enough sense of maturity and responsibility to study at a school where there will be students aged 18 and over.**

**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 LanguageUK, this also may include healthcare and welfare professionals.**

**Consent for (write student name on each sheet):**

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### 1. Personal Details and Emergency Contact Information

**To be completed for all students under the age of 18**

|                                      |  |
|--------------------------------------|--|
| Student name                         |  |
| Male or Female                       |  |
| Date of Birth                        |  |
| Address                              |  |
| Personal Mobile Number               |  |
| Date of arrival in UK:               |  |
| Date of departure from UK:           |  |
| Parent/Guardian 1 Name               |  |
| Parent/Guardian 1 contact number     |  |
| Parent/Guardian 2 Name               |  |
| Parent/Guardian 2 contact number     |  |
| Email address of parent/guardian     |  |
| Please give another emergency number |  |

|  |   |
|--|---|
| and their relationship to you that we can call in an emergency   |   |
| <b>Due to covid-19 we can no longer provide a twin or triple room for students. If you are happy for your child to share, please sign here. It will only be 2 per household in separate rooms until we are told otherwise.</b>   |   |
| <p>I agree that my son/daughter will attend a course at LanguageUK and agree that he/she will follow the rules and regulations of the school either at:<br/>         LanguageUK 9 St Georges Place, Canterbury Kent CT1 1UT Tel <u>0044(0)11227455556</u><br/>         LanguageUK Abbey School, London Road, Faversham ME13 8RZ Tel: <u>0044(0)11227455556</u><br/> <a href="https://www.englishschoolengland.com">https://www.englishschoolengland.com</a></p> <p><i><b>All students must bring with them masks, hand sanitizer, their own pens and paper we no longer supply these items</b></i></p> |   |
| <b>2. Medical Information: 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.</b>  |   |
| <b>To be completed for all students under the age of 18</b>  |   |
| Does your son/daughter have any medical conditions/ illnesses?<br>*Please give details:  | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
| Does your son/daughter require a special diet?<br>*Please give details:  | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
| Does your son/daughter have any allergies? Please include any allergies to food, materials, plasters:<br>*Please give details:   | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
| Does always your child carry an EpiPen?<br>*Please specify the course of action to be taken by LanguageUK staff or the host family in case of an emergency   | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
| <p><b>LanguageUK will require proof of any allergies by way of medical certificate, doctor's note or letter from parents.</b><br/> <b>LanguageUK takes no responsibility for medical emergencies arising from non-disclosure of current medical information.</b></p>   |   |
| In case of minor pain or illness such as a headache, mild cold, sore throat, do you agree to your son/daughter be given over the counter medicine. (e.g. paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness tablets?)<br>paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness  | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
| Is your son/daughter taking any medication? Please list if Yes will he/she bring with him/her?   | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
| Does your son/daughter require regular hospital treatment?   | <input type="checkbox"/> YES* <input type="checkbox"/> NO |

|   |   |
|---|---|
| Is there anything else we should know about? If YES, please give details: | <input type="checkbox"/> YES* <input type="checkbox"/> NO |
|---|---|

|   |  |
|---|--|
| Does your son/daughter have any of the following: (please tick in the relevant box) |  |
| Asperger's <input type="checkbox"/>   | ADHD <input type="checkbox"/>  |
| Dyspraxia <input type="checkbox"/>  |  |
| Autism <input type="checkbox"/>   | Dyslexia <input type="checkbox"/> Mental Health Issues <input type="checkbox"/>  |
| Heart condition <input type="checkbox"/>  | Diabetes <input type="checkbox"/> Bed-wetting <input type="checkbox"/>   |
| Eating Disorders <input type="checkbox"/>   | Severe Headaches <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Visual Impairment <input type="checkbox"/> |

|  |  |
|--|--|
| We, the parents/guardian agree that in case of illness our child can be attended to by a doctor or hospitalised or operated on in an extreme emergency, and maybe given medication according to a qualified doctors' advice. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--|--|

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### 3. Declaration (consent to travel to the UK)

#### To be completed for all students under the age of 18

|   |  |
|---|--|
| I hereby give consent for the above-named child to travel to the UK for studying at LanguageUK.   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| The student will be collected from a UK airport or Port by coach transfer arranged by LanguageUK.   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| I hereby have provided full health and travel insurance for my child. (We do not recommend students to travel without travel insurance before arriving in the UK).  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| I understand the student will travel independently to and from school every day by foot, bus and, if so, will be given helpful advice in doing so. <input type="checkbox"/> YES <input type="checkbox"/> NO |  |

### 4. Accommodation

|   |  |
|---|--|
| I understand that the accommodation will be supplied by LanguageUK.   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Our son/daughter will follow the homestay host rules and requirements and will be responsible for any damage they may cause. <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |
| <b>LanguageUK reserve the right to charge £100 for an unnecessary change of home stay host.</b>   |  |
| <b>Under no circumstances, without the host consent, must a student take photos inside the house and use the photos on social media including Facebook, WhatsApp, Snapchat, Instagram, Twitter, and any other application. This is a serious invasion of privacy.</b>   |  |
| <b>All our homestay providers are DBS (Disclosure and Barring Service) checked before any U18 students are placed. We provide regular checks to all our homestay providers and all staff and Homestay hosts share the responsibility to protect U18 students from harm, know how to identify possible protection issues and follow the Safeguarding for Homestays guidance.</b> |  |

**To be completed for all students under the age of 18**

**Photographing and filming:**

We occasionally take photographs and videos of classes or other school activities during your child's time with us, which may be used for promotional purposes, including LanguageUK Facebook pages.

Do you give your consent for this?                      **Yes**                      **No**

Please complete details below

I----- (print name) give my full permission for my  
**Son/daughter----- (print name) to travel to**

LanguageUK 9 St Georges Place, Canterbury Kent CT1 1UT

All airport transfers from the UK are arranged by LanguageUK.

Accommodation: To be organised by LanguageUK. All students will be accommodated in homestay where the main carer will have an enhanced DBS check (Disclosure & Barring Service) and other adult members will have signed a Suitability Declaration form. All Accommodation will be up to a 30 minutes' walk away or a small bus ride away

As part of a group and to participate in the English language course.

I confirm that I have given full information of any allergies and/or medical conditions that my child has so as to aid the staff if any emergency treatment is needed. I also give my permission for this treatment if required.

I understand that my son/daughter will at times be unsupervised. Walking to and from the school from their homestay accommodation, to and from activities.

If a walking taxi is required, the leaders of the group will organise not languageuk.

No School groups are allowed out in the evenings unattended, **unless** on **official** evening activities.

Students who are seen, or reported, out in the evenings will be reported to **their** group leaders **and disciplinary action will be taken against them.**

***Please note that by signing this declaration you agree to all selections you have made on this form and you confirm that all the information you have given is true and accurate. You also confirm that without this form the school has the right to terminate or cancel the booking or the study period and that your son or daughter may be asked to leave the school and return home at your own cost.***

***I have read, understood and accept the LanguageUK terms and conditions that accompany this consent form for the placement of junior students.***

**Student Name-----**

**Parent's Name-----**

**Parent's Signature-----**

**Parent's Mobile number-----**

**Date-----**

**Terms & Conditions Please read carefully:**

- Students will be placed 2,3 or 4 per homestay accommodation depending on the size of the house. All junior group students' accommodation is based on shared rooms. We **do not provide single rooms** for junior group students. This has changed due to covid-19 and currently we are only allowed 2 students per household separate rooms, if you are happy for your child to share a room with a friend please sign above.
- Your son/daughter will follow the homestay host rules and requirements. Any damages committed by a student must be paid for by that student in full.
- We work very closely with the hosts and we consider all the students' comments about them. We only move students if we feel the circumstances are correct and in an emergency. Students or leaders cannot decide for themselves that they want to be re housed before consulting with the accommodation officer.

In both Canterbury and Faversham, we have designated welfare officers who oversee any accommodation moving and any welfare issues.

- LanguageUK reserves the right to charge a student on a group course £100 for a non-valid reason change of host family.
- **Under no circumstances, without the host consent, must a student take photos inside the house and use this photo on social media including Facebook, WhatsApp, snapchat, Instagram, twitter, and any other application. This is a serious invasion of privacy.**
- LanguageUK are not liable for any videos, photos that are downloaded onto social media that causes distress or any legal action. The students who take the videos are responsible and liable Any students who are caught invading privacy will be expelled from the course.
- We Understand the school reserves the right to terminate the course of any student who persistently breaks the rules seriously misconducts himself/herself at the school or in the homestay. In such cases there will be no refund for fees, and we will be responsible for our child's return and all costs. Misconduct may include possession/consumption of illegal drugs/alcohol, intentional damage of the school or homestay property, repeated disturbance in class and at the homestay, repeated breaking of the rules, criminal activity, and bullying.
- All students must attend all classes. Languageuk has a strict attendance Policy. Students can be absent when they are not well and in such case the student must inform their group leader who will then inform the school and the welfare department straight away and a doctor's appointment can be booked if needed.
- Failure to sign and return this form back to the school, agent then LanguageUK when asked to so may result in problems with your booking.
- Please note there will be no movement of homestay and classes once your child has been allocated a home and class at these present times.
- Revised July 2020