

WELCOME TO FRANCES KING

We are happy to welcome you to the Frances King Family Programme in London. We hope you will all learn a lot and enjoy our city. In order to ensure the safety and happiness of you and your children, please read the following notes carefully.

PLACE OF STUDY

77 Gloucester Road, London SW7 4SS

The nearest Underground Station is Gloucester Road (Circle, District and Piccadilly Lines).

Parents and Juniors study at the same location.

LEVEL TEST

Adult students must complete our online test at least **2 weeks before arrival** (adult test is sent to the student by e-mail). Juniors' level is tested at the school on the first morning of the course.

ARRIVAL AND FIRST DAY

Please come to **2nd floor, 77 Gloucester Road at 08:30 (08:00 June-August) on Monday morning** for registration.

When the test and registration process have been completed, both adults and children will be divided into appropriate levels and placed into different classes accordingly.

CLASS TIMES

Family Junior Morning: Classes start promptly at 09:00 and end at 12:50, Monday to Friday. If you are not studying, please make sure you are at the school by 12:50 to collect your children.

Family Junior Day School: Classes start promptly at 09:00 and end at 17:00, Monday to Friday. If you are not studying, please make sure you are at the school by 17:00 to collect your children.

Family Adult Morning: Classes start promptly at 09:00 and end at 12:50, Monday to Friday.

For juniors aged 6, a parent/guardian must also take a course or stay in the reception area during the lesson time.

EMERGENCY CONTACT

When a child is at our school, an adult guardian must be available at all times in case of emergency. Please leave your phone switched on all morning!

Also, we need to know the details of a contact person inside or outside the UK who can be contacted in case we are unable to contact the guardian in London.

PERSONAL DETAILS, MEDICAL INFORMATION AND PERMISSION

We ask you for this information when you register via a questionnaire sent by e-mail. You must complete this questionnaire **before** your arrival.

FAMILY JUNIOR DAY SCHOOL

Students must bring a packed lunch and a travel card for zones 1&2 (not provided by the school).

You can find more information on how to buy a travel card for under 18 years old and the cost on the following link:

<https://tfl.gov.uk/fares/free-and-discounted-travel>

HEALTH AND SAFETY INFORMATION

The emergency number for fire, ambulance and the police in the UK is 999.

The Frances King emergency number is +44 (0)77 6832 5391

1. If your child has a pre-existing illness, allergy or medical condition, or is taking medication, you must inform the school. If your child develops an illness during the stay, please inform the school.
2. Adults will be given a student card – they must carry this card at all times.

It is important that children in our care are looked after safely, are collected and get home safely. For this reason,

- Children aged 13 and under must be taken to school and collected everyday by a parent / guardian.
- Children aged 14 – 16 can travel to and from the classes on their own if we have written permission from a parent / guardian.

London Family Programme

Welcome information

- If someone else is going to collect your child you must tell the teacher in the morning when you take them to school or we will not be able to release them to anyone not already authorised to collect them.
- Our staff will not take children home and children should be told not to go home with anyone other than their parents / guardians.

SCHOOL RULES FOR JUNIORS

Children must be well behaved - no chewing gum, no fizzy drinks, no running in the building, no shouting. Children may not use mobile phones during the lesson time, unless asked to by their teacher. Children must not leave the building at any time without their parent / guardian or their teacher. They also cannot leave designated areas within the school without the teacher's permission – e.g. cannot leave their floor, cannot leave the common room in breaks. Please make this clear to your child.

FRANCES KING ACTIVITY PROGRAMME

The children's course will include some supervised trips to local museums during the class times.

We also have a special Family Activity Programme on 2-3 afternoons per week and families are welcome to participate in suitable events. Please note that children must be accompanied by a parent or guardian if they attend any of these afternoon events. All events begin at 14:15.

ARRIVAL TIPS AND ADVICE FOR FAMILY PROGRAMME STUDENTS

- Please bring a **National ID card** (EEA & Switzerland citizens only) or passport (driving licence are not accepted) for you and your child.
- ALL junior students will be issued with temporary orange wristbands for their off-site lessons which have the Family Programme contact number printed on them.



- Monday mornings 8-9am you may experience a short delay entering the building due to all new arrivals being processed. For your child's safety **PLEASE BE PATIENT.**
- All students will be given a welcome pack containing an activity programme. This will also be displayed in the entrance of the building.
- Teachers are available for you to meet from 13:00 – 14:00 Tuesday to Friday. Please arrange a time with the teacher. The Programme Manager is available at all times to discuss any issues you may have. Some multilingual assistants are available to assist with translations if needed.
- Children are given 2 breaks every morning. Refreshments are provided, however, please feel free to give your child other refreshments.
- Please provide your child with adequate stationery (pen/pencil etc).
- Students on our Family Junior Day School must bring a packed lunch and a travel card (zones 1&2).

If you have any problems during your stay, please contact us and we will be happy to help you.