

Our year round school in London and summer school in Dublin for adults provide mainly for students over 18. Parents should consider whether their child is mature enough to act responsibly during their stay.

- Students of age 16 and 17 study alongside adult students with minimal or no supervision in break times and outside class times. If closer supervision is required, we recommend our Teenager Programme.
- Students of age 16 and 17 without a guardian in the country must stay with a homestay. Students might be placed at homestay with other students from the school age 18+. We advise students to book full board. They will travel to and from school without supervision. There will be designated times to return to the homestay.
- They must book a return airport transfer unless a guardian (21 years and over) is meeting them at the airport.
- Parents are required to read the detailed **Information for Parents of Students aged 16 & 17**, sign the **Parental Consent Form** and ensure their child reads and understands the **Student Handbook for Under 18 Students** which contains important advice and safety information.

Information for Parents of Students aged 16 & 17 on an Adult Course

Thank you for choosing to book with Frances King. We aim to ensure that your son/daughter has a memorable stay in London/ Dublin.

It is equally important that your son/daughter is safe whilst away from home and Frances King takes its responsibility for these students seriously. Therefore, your acceptance of the guidelines below is required before arrival, and we ask for your understanding and co-operation. We will not confirm a booking until we have received a fully completed **Parental Consent Form**.

AN ADULT ENVIRONMENT

A person under the age of 18 is legally a child in the UK and Ireland. Students aged 16 and 17 study alongside adult students with minimal or no supervision outside class times.

CONTACT DETAILS

Prior to arrival, we will need your son/daughter's contact details in case of any problem. We will also require your contact details in case we need to get in touch with you.

AIRPORT/EUROSTAR TRANSFERS

Students under 18 who are travelling to the UK or Ireland alone must book a return airport transfer to their homestay accommodation or give details of a guardian (aged 21 years old and over) who is meeting them at the airport. If you are making alternative arrangements, please let us know on this form.

All students under 18 MUST bring a completed **Parental Travel Consent Form** with them, to avoid possible problems with immigration procedures. This will be sent with the booking confirmation.

ACCOMMODATION IN HOMESTAY

- As a minor, your child cannot stay alone in private accommodation. The school can arrange a homestay, with hosts that welcome students into their home.
- Your son/daughter will travel between the school and the accommodation

unsupervised. The school will advise the best route to/from the school.

- Under-18s are placed in homestays where the main carer and other resident adults have been vetted to ensure their suitability to host young students. Under-18s are treated as members of the family in a caring and helpful atmosphere.
- It is likely that the host has house rules, which will be explained to your son/daughter on arrival. These may include setting times for breakfast and dinner. If your son/daughter is going to be late for meal times they should let the host know and leave a telephone number or address where they can contact them in case of an emergency.
- It is recommended that under-18s book full-board as this will ensure that your son/daughter is provided with breakfast, lunch and dinner every day. Lunch can be purchased from the cafe at school or from cafes/shops near the school if you choose the half-board option. You should ensure that your son/daughter has enough money to pay for these meals. For guidance, £10/€10 a day should be enough for lunch and a drink at school or locally.
- During the week from Sunday to Thursday, your son/daughter is required to be 'home' by 22:00, but on Friday and Saturday they can stay out until 23:00. Please let us know should you want to make these curfew times earlier.
- If your son/daughter wishes to stay overnight with friends or travel, written consent from you is required in advance. We may not allow your son/daughter to go on such trip if we find the plan to be unsafe for a minor.

STAYING IN A NON-FRANCES KING ACCOMMODATION WITH A PARENT/ GUARDIAN

- If you are staying in London or Dublin with your son/daughter in an accommodation arranged by you, we will need to know your address and your contact details. You need to be contactable at any time and must

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accompany your child on the first day of school to meet the staff.

- If your son/daughter is staying with a family member or family friend (guardian) in an accommodation arranged by you, we will need to know the address and contact details. The guardian needs to be contactable at any time and must accompany your child on the first day of school to meet the staff. We will need to know meal arrangements. We will also need to receive a completed **Consent for Guardianship Form** that will be sent to you.
- It is not possible to rent a house/apartment or book a hotel for an unaccompanied minor.

TRANSPORTATION

You should ensure that your son/daughter has enough money to pay for transportation in and around the city during his/her whole stay. We recommend that your son/daughter go back home with a friend whenever possible and to take a taxi after dusk.

London

A weekly travel card costs £40.70 (zones 1-2) / £47.90 (zones 1-3) (December 2023 prices). You can find more information on the cost of transportation here: <https://tfl.gov.uk/fares/find-fares>. We recommend that your son/daughter download the following applications to find the easiest way to go around the city:

[Citymapper](#)

[Moovit](#)

Dublin

A weekly travel card costs €40 (2023 prices). You can find more information on the cost of transportation here

<https://about.leapcard.ie/leap-visitor-card>

We recommend that your son/daughter download the following applications to find the easiest way to go around the city:

[National Journey Planner App](#)

[Real Time Ireland App](#)

TIMETABLE

The school does not provide full supervision outside class times.

Timetable - Standard Courses: 09:00-12:50, Monday to Friday. There are 2 breaks during each session.

Timetable - Intensive Courses: 09.00-15.30 with 3 short breaks and a 55-minute lunch break.

LUNCH

On all programmes, every 2 weeks a lunch with a group of students and an English speaker is included.

Your son/daughter can buy food at a local supermarket and have lunch in the school (tables/microwave/fridge) or can buy affordable lunches from our Cafe. We also have areas for self-study at the school for homework.

ACTIVITY PROGRAMME

We strongly recommend your son/daughter participates in our Activity Programme as much as possible.

- There are several activities per week, led by teachers or other members of staff. These include trips to museums, exhibitions and places of interest. Students are encouraged to participate in the activities as it gives them an opportunity to speak English in the 'real world', make friends and see more of London or Dublin.
- Activity leaders will pay special attention to younger students and make sure they know the best way to get home safely, but students will travel back home unsupervised. We strongly advise all students under 18 to return to their host family with a friend and preferably by taxi when it is dark.
- Activities not suitable for under 18s are clearly shown on the Activity Programme. Some activities have a cost not included in the price of the course (e.g. entry tickets from £10-35/€10-35; meal at a restaurant £10-30/€10-30).

- In the summer months when there are more 16 and 17 year olds in the school there may also be activities exclusively for under 18s.

Consent to supervised educational trips

During lesson time, we may take your son/daughter off school premises on supervised educational activities, which have been carefully planned and risk-assessed. In the Parental Consent form you have the option to consent or not to such activities. If we do not have your consent, your son/daughter will stay at the school under our supervision while the class goes out.

Excursions within the UK/Ireland

The school can arrange day trips to places of interest organised by an external company. The school will need a written parental permission for each trip before such booking can be made.

Excursions outside the UK/Ireland

Excursions outside the country are not permitted.

SCHOOL RULES AND LAWS

Please ensure your child understands Frances King school rules and the laws of the UK and Ireland outlined below.

Attendance

The school has a strict attendance policy. Students should attend all classes. In case your son/daughter is unwell and cannot come to school or if your child is running late (i.e. over 15 minutes), the school must be informed as soon as possible:

London – by phone: +44 (0) 2078 706533 or email: london@francesking.com

Dublin – by phone: +353 (0) 8347 05869 or email: dublin@francesking.com

DO AND DON'TS

The school expects students:

- to attend classes every day and on time
- to tell the school if they have to miss any classes due to illness or other reasons
- to watch the school's induction presentation or read the leaflet to hear about school services and health and safety issues
- to inform the school office of any change of address or contact details
- to follow the school's IT policy and to not use the school's WiFi inappropriately or to download inappropriate material
- to avoid behaviour or language that may cause offence
- to be polite and respectful when speaking to other students, our staff and accommodation providers
- to understand that bullying or harassment will not be tolerated online or in person
- to respect the core British Values of Democracy, the Rule of Law, Individual Liberty, and Respect for other people's different faiths and beliefs
- to obey any dress code you are given, which includes wearing a school lanyard while on school premises
- to speak English as much as possible

Students should never:

- Smoke, drink, use drugs, steal or shoplift
- Use bad language or fight with anyone
- Use their mobile phone or any handheld equipment during lessons or activities
- Break any law
- Eat chewing gum in class

Bad behaviour

Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour (e.g. possession/consumption of drugs/alcohol, breaking of the school rules, violent/disrespectful behaviour towards staff,

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host or other students, repeated absence from classes, intentional damage to the school or host property etc).

Parents will be responsible for all costs arising, including your son/daughter's return or onward journey and the associated cost.

Discipline Procedure

Step 1. Warning, member of staff will talk to a student about his/her behaviour and remind him/her of the school's expectations.

Step 2. If the behaviour continues, a welfare officer will talk to him/her about the behaviour and the possible consequences to follow.

Step 3. If the behaviour continues or escalates parents or guardian will be informed.

Step 4. If the behaviour escalates further or becomes dangerous then parents will be contacted, and they will need to make arrangements to transport the student back home.

In situations of sufficient gravity (e.g. breaking a law or a behaviour which puts students at risk) steps 1-3 will be skipped.

Laws affecting students under 18

Smoking: the minimum age to buy cigarettes, tobacco or e-cigarettes is 18 years old. Smoking is banned in all public buildings in Britain and Ireland including bars, restaurants, shops, stations, cinemas and on all public transport. It is illegal to buy cigarettes for a minor.

Drinking: the minimum age to drink alcohol in pubs, bars, restaurants and nightclubs is 18 years old.

Drugs: as in most European countries, the UK and Ireland have strict laws against the use of illegal drugs and punishments can be very heavy. Minors must not use illegal drugs during their stay.

Shoplifting: shoplifting is illegal and people who are caught stealing from shops will probably have to go to court.

Weapons: it is illegal to carry any weapon for defence including gas and sprays. People will

be arrested if the police stop them carrying a knife for example.

Sexual activity: the age of consent for sexual activity is 16 years old.

DEALING WITH AND RESOLVING PROBLEMS

If a host/staff reports any behavioural concerns, a member of the Welfare Team will speak to your son/daughter directly. If problems escalate the school may contact you to discuss. Given the concerns raised, the school reserves the right to take disciplinary action which may include removing him/her from the accommodation or from the school.

If your son/daughter has any concerns regarding their accommodation, a member of the Student Services Team will provide assistance.

WELFARE AND EMERGENCIES

Any medical/psychological conditions should be made known to the school at the time of booking. We need to know to give your son/daughter the best support at Frances King. We reserve the right to refuse bookings if we do not feel that we can safely accept students who have needs we are not sufficiently trained or equipped to manage safely. Any medicine brought to the UK should be clearly labelled and accompanied by letter from a doctor in English.

One of the Welfare team will meet your son/daughter during their first week at school to check they are happy in their class and they don't have any other problems.

Please ensure your son/daughter has the school's emergency number with them at all times (and stored in their phone): London +44 (0)7768 325 391, Dublin +353 (0) 8347 05869

Please make sure that your son/daughter knows that the emergency number for fire, ambulance and the police in the UK is 999 and in Ireland is 999/112.

FRANCES KING SAFEGUARDING POLICY

The Safeguarding Policy sets out the action we take to promote the welfare of children and to protect them from harm including health and safety, child protection and pastoral care. All parents/guardians must read the policy, which can be found here: <http://www.francesking.com/school-of-english-london/more-information/downloads>

INSURANCE

Before your son/daughter arrives in the UK/Ireland, you should take out insurance for financial and personal security. You can take out your own insurance or the International Student Policy offered by Guard.Me Insurance: www.francesking.com/school-of-english-london/more-information/downloads

PHOTOGRAPHY/VIDEOS

Sometimes Frances King or our representatives take photographs and videos during our courses, which may be used for promotional purposes (online and hard copy). If you do not wish your son/daughter to appear in any promotional material, please advise us in the consent form. Your child has the right to override your decision, but we will always try and respect your wishes. Unless directed by a teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director, Principal or Academic Director. Teachers may organise filming and recording to enhance the educational experience.

DIGITAL BEHAVIOUR / IT POLICY

Please make sure your child understand the following advice about online safety.

- Do not share your usernames or passwords with anyone nor use anyone's usernames or passwords
- Do not share any personal information (e.g. contact details) about yourself or other online
- Do not meet anyone off-line who you have met online

- Report immediately to the staff or your homestay if you receive any inappropriate message that makes you feel upset or unhappy
- Do not access, share or store any illegal or inappropriate material (gambling, pornography, unpaid music/films, violent or extremist material etc)
- Do not share on the internet or social media any picture of anyone without their consent
- Be polite online. Do not use unkind, angry or bad language

COMPLAINTS AND SUGGESTIONS

In the first instance, please bring and complaints and suggestions to the attention of:

- Kensington school in Gloucester Road and annexe – student services office, Head of Student Engagement, Daria Wrzesinska

If you are not satisfied with the response please ask for the Suggestions and Complaints Policy. You can also find it on our website.



Parental Consent Form for 16/17 years old on adult courses

Please complete all pages and return this form to: london@francesking.com or dublin@francesking.com
Please fill in all sections otherwise we will have to ask you to fill it in again.

Student Details

Name of student (as on passport)	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Nationality	
Date of birth	
First language(s)	
Phone number	
Email address	
Other contact (e.g. WhatsApp, Skype)	

Name of Parent or legal guardian (Number 1)	
Relationship to student	
Phone number	
Email address	
Address	
Level of English	<input type="checkbox"/> Zero <input type="checkbox"/> A little <input type="checkbox"/> OK <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Name of Parent or legal guardian (Number 2)	
Relationship to student	
Phone number	
Email address	
Address	
Level of English	<input type="checkbox"/> Zero <input type="checkbox"/> A little <input type="checkbox"/> OK <input type="checkbox"/> Good <input type="checkbox"/> Excellent



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Please fill in all sections otherwise we will have to ask you to fill it in again.

Medical | Please tell us about any problems. If we have not been told in advance about a physical or mental condition, we reserve the right to terminate a student's course:

Does your child have any learning difficulties (e.g. dyslexia)? Yes No

If yes, please give details:

Does your child suffer from any serious illnesses, allergies or behavioural problems? (e.g. asthma, bronchitis, heart condition, fainting/blackouts, diabetes, epilepsy, severe headache, allergies to known medicine, travel sickness, panic attacks, mental health problems etc.) Yes No

If yes, please give details:

Does your child require regular hospital treatment? Yes No

If yes, please give details:

Does your child take any regular medication which he/she will bring with him/her? Yes No

If yes, please give details (medication names translated in English if possible):

In the case of minor pain or illness, such as headaches, mild cold or sore throat, do you agree to your child being given non-prescription medicine such as paracetamol, cough medicine, throat pastilles, anti-histamines, or travel sickness tablets? Yes No

In case of a medical emergency, every effort will be made to contact you, the child's parents/guardians, as quickly as possible. If your child needs an emergency operation, do you give permission for Frances King Staff to sign the necessary consent form? Yes No

When did your child last have a tetanus injection?

Is there any other information we need to ensure the health and well-being of your child? This information will be treated as confidential. Yes No

If yes, please give details:

Please complete all pages and return this form to: london@francesking.com or dublin@francesking.com
Please fill in all sections otherwise we will have to ask you to fill it in again.

Accommodation and Transfers

I would like my child to stay in a homestay arranged by the school.		<input type="checkbox"/> Yes <input type="checkbox"/> No
If your child is staying with family members/a guardian in accommodation arranged by yourself, please give the full details:		
Name of the responsible adult in the accommodation and relationship to the child		
Date of birth of the responsible adult (must be at least 21 years old)		
Phone number		
Email address		
Address		
Level of English	<input type="checkbox"/> Zero <input type="checkbox"/> A little <input type="checkbox"/> OK <input type="checkbox"/> Good <input type="checkbox"/> Excellent	
I understand the school's safeguarding responsibility is limited if my child does not stay in accommodation arranged by Frances King (day students only).		<input type="checkbox"/> Yes <input type="checkbox"/> No

Arrival details:	
Flight/train number	
Flight/train arrival time	
City of departure	
Arrival airport/station	

Departure details:	
Flight/train number	
Flight/train departure time	
Departure airport/station	
City of arrival	

For those parents who have arranged their son/daughter's transfers (not via Frances King) , please provide all details of the arrangement and the adult/driver contact details:	
Arrangements	
Name of the responsible adult meeting the child and relationship to the child	
Date of birth of the responsible adult (must be at least 21 years old)	
Phone number	
Email address	
Level of English	<input type="checkbox"/> Zero <input type="checkbox"/> A little <input type="checkbox"/> OK <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<i>(UK Border Agency/Irish immigration officials may telephone the above person when your child arrives in the UK/Ireland to check that they are waiting to meet him/her)</i>	

For those parents who have arranged their son/daughter's lunches (not via Frances King) , please provide details of the arrangement made (e.g. pocket money):

Please complete all pages and return this form to: london@francesking.com or dublin@francesking.com
Please fill in all sections otherwise we will have to ask you to fill it in again.

Consents

I agree that my child can travel unaccompanied to the UK.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that my child will come into regular contact with other students over the age of 18 years old, in class and during the Activity Programme and confirm that my child has enough sense of maturity and responsibility for this.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that my child will have minimal or no supervision outside class times.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree that my child may go on supervised educational trips during the class time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree that my child may be photographed or filmed by Frances King Staff and the photographs and videos can be used in Frances King publicity (online and hard copy) and social media sites or for pedagogical purposes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that my child will travel unaccompanied between the school and his/her homestay.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that my child should be back at his/her homestay by 22:00 Sunday to Thursday and 23:00 on Friday and Saturday. If you would like to make these curfews earlier, please indicate the time: Curfew Sunday to Thursday: _____ Curfew Friday and Saturday: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that there are certain British laws (e.g. related to smoking and drinking alcohol) that apply to people aged under 18. Therefore, there may be some activities which my child cannot take part in because of his/her age.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that I will need to provide written consent for full day excursions or overnight stays (at a friend's house for example). The school reserves the right to refuse should the plan be judged unsafe.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I confirm that my child has appropriate travel and medical insurance for the duration of the stay and that I will be responsible for any charges not covered by the insurance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have discussed the agreed arrangements, British laws and school rules with my child.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Parent / Guardian

I have read and understood the guidelines for under 18s and agree to all the rules and procedures. I also attach a scan copy of my passport (including signature matching the below).

Full name		Relationship to child	
Signature		Date	

Student

I have discussed the agreed arrangements and rules with my parent/guardian.

Full name		Date	
Signature			

We will 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 the school; this may include healthcare and welfare professionals.