**Information for Parents or Guardians of students under the age of 18**

Name of Under 18 student:

At International House London, the welfare of all students is important. In UK students aged 16 or 17 are legally classed as children. The majority of our students are adults over 18 but we welcome many under 18’s on our adult courses every year.

As a parent/guardian of a student aged under 18, we need you to understand that your child will be studying with older adults and that there will be less supervision than on a teenager programme. Please help us with the welfare of your child in London by reading, completing and returning this document to us. Also, please take time to review the areas below with your child (before they arrive in London) as it is important that they follow these simple rules.

At any time, if you have any questions about the form (or any other matter) please contact our Welfare Officer on welfare.officer@ihlondon.com.

Please read the following and discuss this with your child:

1. All under 18s will be met by one of our Welfare Office during their first day so they know who to speak to about any issues. During this meeting, they will be told that EACH day they must sign in at our Reception desk when they arrive.
2. If, at any time, they can not attend school it is important that they contact us. If they do not attend and we are unable to contact them, we will call you (their parents) and, if we are unable to contact anyone, we will notify the police. Therefore, they must advise us, without fail, of any absences by call/text/WhatsApp to +447808 789541 or email welfare.officer@ihlondon.com by 9.00am each day.
3. If their contact telephone number changes when in the UK they must tell us immediately. It is important that we can contact them during their stay.
4. In classes, and on activities, they will come into regular contact with other students who are over 18.
5. They will be responsible for buying their own lunches.
6. Certain UK laws, (eg people under 18 cannot buy alcohol or cigarettes) apply to people under 18. As a result it will not be possible to take part in some social programme activities.
7. If they wish to take a break from their studies (to have a family holiday for example) we must have your written permission for them to be absent from school. This will be recorded by us and we will not contact them during this period of agreed absence.
8. Please ask them to exchange telephone numbers with their accommodation host on their first day so that they are able to contact each other. This is very important.
9. They must inform their host if they will be late for the evening meal. Hosts will plan and prepare meals in advance and it is important that the meals are not missed or wasted.
10. They must be home by 11.00pm and inform their host if they will be late (and by how much). If they do not do this, an emergency call will be made to the school by the host and we may need to contact you.
11. If they go out in the evening, at weekends or on day trips they must inform their host (and the school) where they are going, with whom (including their age) and give details about departure and arrival times. They must also leave a telephone number or address where they can be contacted at all times.
12. If they intend to go on an overnight trip, they must advise the school.
13. They must ask their host for permission to have any friends visit them. The host does not have to agree to this.
14. They must agree to and follow the house rules where they are staying
15. Tell their host or Welfare Officer if they feel sick or unwell.

I have read, understood and agree to the points above Yes ☐ No ☐

**Important - We need your permission for your child to:**

1) Receive emergency medical treatment by an expert, if required.

2) Stay with friends/relatives/guardian or in a student residence in London.

3) Arrange their own transfer from/to the airport.

4) Go on trips and excursions (within the UK or abroad).

5) Stay out overnight with friends.

Please complete and sign the Parents’ Permission Letters below and email them to info@ihlondon.com BEFORE they are due to arrive. Thank you very much and we look forward to welcoming them

1. **MEDICAL INFORMATION**

|  |
| --- |
| Does your child have any medical conditions that we should be aware of? (If yes, please provide details below) |

|  |
| --- |
| Does your child take any medication or receive regular medical treatment? (If yes, please provide details below) |

|  |
| --- |
| Does your child have any dietary / religious requirements?  |

Please tick here if you agree that your child can be given emergency medical or dental treatment:

I give permission that my child can be given emergency medical or dental treatment if an expert feels this is necessary during their stay in the UK.

Yes ☐ No ☐

1. **ACCOMMODATION**

We do not arrange accommodation in Student Residences for students who are under 18 as they are not suitable. Residents need to buy and prepare all their meals and do their own laundry. The other students in the residence will be adults, there is no supervision or monitoring of behaviour. IH London strongly encourages under 18 students to stay in homestay accommodation arranged by the school.

|  |  |
| --- | --- |
| My child will stay in a Homestay arranged by IH London. He/she will have breakfast and dinner with the host. The host will do all laundry and provide all necessary support. The host will inform us immediately if there are any concerns. | Yes ☐ No ☐ |
| My child will be staying with family or in accommodation arranged independently\*. The details are Name of relative / adult supervising:Phone number: Address: \*IHL reserves a right to inspect the independently arranged accommodation at any time in order to decide whether it is suitable for underage students. | Yes ☐ No ☐ |

My child can travel independently between school and accommodation Yes ☐ No ☐

1. **AIRPORT TRANSFERS**

We strongly recommend that all students aged under 18 book an airport transfer arranged by International House, as

* there may be difficulties on arrival with UK Visas and Immigration if an under 18 is travelling alone and there is no adult to meet them (particularly when coming from outside the EU).
* there is the potential for disruption to arrangements, possibly endangering the student’s safety and / or giving them a negative first impression of their time in the UK. (e.g. problems with public transport, flights early in the morning, students having to spend the whole night at the airport due to Underground lines closing around midnight etc).

If you decide not to book a transfer from / to the airport please sign the following information sheet and let us know about any alternative arrangements you have made (including the name of the person who will meet / take the student at / to the airport) .

**Arrival**

|  |  |
| --- | --- |
| My child will use an airport transfer arranged by IH London | Yes ☐ No ☐ |
| My child will be met on arrival and taken to their accommodation by:Name: Relationship of the person:Contact details: | Yes ☐ No ☐ |
| I give permission for my child to travel independently from the airport and I do not want International House to arrange a transfer from the airport. I have read the information above and understand the potential problems. My child will travel by: taxi ☐ underground ☐ bus ☐ | Yes ☐ No ☐ |

**Departure**

|  |  |
| --- | --- |
| My child will use an airport transfer arranged by IH London | Yes ☐ No ☐ |
| My child will be collected from their accommodation and taken to the airport by:Name: Relationship of the person:Contact details: | Yes ☐ No ☐ |
| I give permission for my child to travel home independently and I do not want International House to arrange a transfer to the airport. I have read the information above and understand the potential problems. My child will travel by: taxi ☐ underground ☐ bus ☐ | Yes ☐ No ☐ |

1. **Supervised social programme activities and trips**

We need your written permission for your child to attend our events or organised trips. Please tick the boxes for the Social Programme trips, excursions and events that you are happy for your child to participate in.

|  |  |
| --- | --- |
| I give consent for my child to participate in daily social programme activities in London which will be organised and accompanied by an IH London member of staff. I understand that my child may not be supervised at all times. |  Yes ☐ No ☐ |
| I give consent for my child to participate in day trips by coach or train, with an experienced guide, to places of interest outside central London at the weekends. I understand that these day trips may be booked through external operators, may join groups unconnected to IH London, and they will include both supervised and unsupervised periods of time |  Yes ☐ No ☐ |

1. **Unsupervised time**

|  |  |
| --- | --- |
| I give consent for my child to have free time between the end of classes and when they return to their accommodation for evening meal | Yes ☐ No ☐ |

1. **Overnight stays**

If your child wishes to stay overnight at another address please contact us to give consent

1. **Consent**

**PLEASE PROVIDE YOUR DETAILS BELOW AND SIGN AT THE BOTTOM.**

**Main parent / responsible adult**

|  |  |
| --- | --- |
| Name |  |
| Relationship (eg mother, father) |  |
| Telephone number inc country code | **+** |
| Email address |  |
| Level of English  |  |

**Second parent / responsible adult**

|  |  |
| --- | --- |
| Name |  |
| Relationship (eg mother, father) |  |
| Telephone number inc country code | **+** |
| Email address |  |
| Level of English  |  |

Please confirm that the details given are correct and sign that you have read and agree to the above

I have discussed the rules and arrangements with my child

Signature of parent: ………….………………………………………………………………………………………

Dated: ………………………..………………………………………………………………………….

I have discussed the rules and arrangements with my parents

Signature of student: ………….………………………………………………………………………………………

Dated: ………………………..………………………………………………………………………….

Thank you very much

For more information on how we manage student welfare, to see our Welfare Office and to have access to our policies, including our Safeguarding and Child Protection Policy please visit our website at <http://www.ihlondon.com/studying-with-ih-london/study-and-welfare/>