

Parental Consent Form for students aged under 18

Under UK law, all people under the age of 18 are regarded as children. For this reason, we require students who are under 18 to obtain parental consent before they start a course at CIE Oxford. All parents or guardians must complete and return this form to CIE before the start of the course.

Please note that the student will not be able to start the course until the form is received by CIE.

Student Information

Name	(First) _____ (Middle) _____	Date of Birth	__ DD __ MM __ YY
	(Family) _____	Gender	Female / Male / Other
Telephone	(Home) _____ (Mobile) _____		
Email Address	1 _____ @ _____		
Dates of study	From _____ To _____		

Parent / guardian Information

Name	(First) _____ (Family) _____	Relationship to student	_____
Telephone	(Home) _____ (Mobile①) _____ (Mobile②) _____		
Email Address	2 _____ @ _____		
Level of English	<input type="checkbox"/> Non-speaker / limited level of English <input type="checkbox"/> Intermediate or higher		
2 nd emergency contact	Name: _____ Relationship to student: _____ Contact number: _____		

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.

1) Does your child have a condition or illness that requires medical treatment ?	<input type="checkbox"/> Yes <input type="checkbox"/> No ※If yes, please provide details and medical certificate :
2) Is your child taking any medication at present?	<input type="checkbox"/> Yes <input type="checkbox"/> No ※If yes, please provide details :
3) Does your child have any allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No ※If yes, please provide details :

4) Does your child have any mental health condition ?	<input type="checkbox"/> Yes <input type="checkbox"/> No ※If yes, please provide details and medical certificate :
5) Is there any other information which the school should know, such as learning difficulty, relevant previous medical history ?	<input type="checkbox"/> Yes <input type="checkbox"/> No ※If yes, please provide details :

1. Travel - All students under the age of 16 MUST have a return airport taxi transfer, unless they are travelling with a named adult.	
1.1. I give consent to the above named student to travel to the UK for the purpose of studying at CIE.	YES/ NO
1.2. CIE will arrange the student's transfer from and to the airport.	YES/ NO
1.3. I give consent to the above named student aged 15-17 years old to travel between host family and school unsupervised and use public transport independently (14-17 years old if attending our junior summer course).	YES/ NO
2. Medical treatment	
2.1. I give consent to the above named student to receive first aid from a trained First Aider and for CIE staff to arrange medical treatment in the event of accident, injury or illness.	YES/ NO
2.2. In case of minor pain or illness such as a headache, mild cold or sore throat, I give consent for the above named student to be given a non-prescription medication such as Paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness tablets.	YES/ NO
2.3. I confirm that the above named student will bring with him/her and carry with him/her all the time the appropriate medication for any serious allergies or other medical conditions and any such condition will be notified to CIE at the time of booking.	YES/ NO
2.4. We will acquire and provide CIE with details of medical insurance before the start or on the first day of the course.	YES/ NO
3. Classes/ Activities	
3.1. I give consent to the above named student to participate in social activities and excursions organized by CIE such as museum visits (please get in touch with CIE to view a sample of a monthly activities programme).	YES/ NO
3.2. I give consent to the above named student to participate in water activities such as rowing or punting.	YES/ NO
3.3. I give consent to the above named student to have classes and do activities with students who are 18 and older.	YES/ NO
N.B. 3.3. is not applicable if the above named student will attend our junior summer course.	
4. Unsupervised time of students aged 15, 16, 17 years old (and 14 if attending a junior course in the summer). Not applicable for students younger than 14 years old	
4.1. I give consent to the above named student to go to Oxford city centre on their own (we encourage them to go in pairs or small groups) in their free time between the end of classes/activities and curfew time.	YES/ NO

N.B. If the above named student plans not to have dinner at their host's, he/she will notify his/her host about this.	
4.2. I give consent to the above named student to participate in weekly activities and excursions organized by themselves (after classes and activities) or their group leader if they are part of a group (not by CIE).	YES/ NO
4.3. I give consent to the above named student to travel to and visit London by public transport (CIE recommends that students should travel in pairs or small groups).	YES/ NO
4.4. I give consent to the above named student to travel by public transport to other places outside of Oxford returning the same day (CIE recommends that students should travel in pairs or small groups). Such places could be Bicester Village, Birmingham, Bath, etc.	YES/ NO
4.5. I give consent to the above named student to participate in weekend activities and excursions organized by themselves (not by CIE). These must not involve overnight stays.	YES/ NO
N.B. If, under exceptional circumstances, you are planning for the above named student to stay overnight away from their host at any time during his/her sojourn at CIE and he/she is not part of a group, you are required to complete a Parental consent form for under 18s staying overnight from host accommodation . On this form you will be able to state details of where, when and with whom, the above named student will stay. This form must be completed and given to CIE each time you give your child permission to stay away from his/her host overnight.	
5. Attendance and behaviour	
5.1. I understand that the above named student must attend all classes and activities. CIE has a strict attendance policy. Students may be absent only if they are unwell or there is a good reason for their absence, i.e. a doctor appointment (proof of any reason for missing classes/activities must be provided to CIE). To know more about CIE's attendance, click here .	YES/ NO
5.2. Students will be asked to follow our rules and guidelines in the classroom, on activities, in homestay or public places as outlined in our pre-arrival information for seniors (15+ yo) and juniors (14-17yo). I understand that failure to follow these guidelines will result in a formal warning. Any gross misconduct will result in immediate expulsion.	YES/ NO
5.3. I understand that under UK law, all students under the age of 18 are not legal adults, and there are certain laws and school rules concerning what your child can and cannot do. For example, 14-15y.o. children must be home by 21:00 on weekdays and 22:00 at the weekend, 16-17y.o. must be home by 22:00 on weekdays and 23:00 at the weekend. If they leave home after dinner, they must inform their host on where they are going and what time they will be back. They must not buy or drink alcohol, buy or smoke tobacco or vapes, or take illegal drugs. Please refer to our pre-arrival information for seniors and juniors for more information about rules and curfews for different age groups.	YES/ NO
6. Photographs and videos	
6.1. I give consent for photos or videos taken during lessons, activities and excursions to be posted on promotional materials. For example on our website or brochure.	YES/ NO
6.2. I give consent for photos or videos taken during lessons, activities and excursions to be posted on social media such as Facebook and Instagram.	YES/ NO
7. Personal information	
7.1. It is necessary for CIE to record details of students including personal information, medical and educational needs for internal and welfare purposes. Any such information is stored securely and in line with data protection laws.	

8. Long-stay students - if staying for three consecutive months or more

8.1. Details of student's doctor in home country:

Title: _____ First name: _____ Family name: _____

Address: _____

Telephone: _____ Email: _____

When did your son/daughter last have a tetanus injection? Date: _____

8.2. I give permission for my son/daughter to be registered with a doctor (General Practitioner) in the UK. YES/ NO

9. Students aged 15, 16 and 17 who are enrolled on adult courses (not applicable for students enrolling on our junior summer programme)

9.1. I understand that:

- A. my son/daughter will come into regular contact with other students over the age of 18, in class and during the leisure programme;
- B. he/she is responsible for buying their own lunch during the week;
- C. there are certain British laws (e.g. related to smoking and drinking alcohol) that apply to people aged under 18. As a consequence, there may be some leisure activities which my son/daughter cannot take part in because of their age.

☐ I confirm that I have read and understood the information above.

☐ I confirm that the information that I provided is true and accurate.

☐ I have discussed and agreed arrangements and rules with my son/daughter.

Signature of the student: _____ Date: _____

Signature of the parent/guardian: _____ Date: _____

Online safety agreement for use with young people

CIE Oxford understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games, and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguarding measures need to be in place to ensure children are kept safe at all times. It also fits with our [e-safeguarding policy](#). If you would like to know more about this, please speak to [Simon Llewellyn](#), our Principal and DSL.

More information about online safety is available from:

learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups

Young person: please read the following agreement and discuss it with your parents/carers and group leader.

Parents/carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the group leader.

If you have any questions or concerns please speak to [Simon Llewellyn](#).

Young person's agreement:

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the group leader.
- I will not send anyone material that could be considered threatening, bullying, offensive, of sexual nature or illegal.
- I will not give out any personal information online, such as my name, phone number or address. I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to the Welfare Officer or a trusted member of staff.
- I understand that my internet use at CIE Oxford will be monitored and logged and can be made available to the group leader.
- I understand that these rules are designed to keep me safe and that if I choose not to follow them, CIE may contact my parents/carers.

Signature of the student: _____ Date: _____

Signature of the parent/guardian: _____ Date: _____