

## Consent Form: Cheltenham Summer Centre

Under UK law, all people under the age of 18 are regarded as children. For this reason, we require students who are under 18 years of age to obtain consent from a parent or guardian before studying at Burlington School. This form covers the relevant areas for which we require consent.

Please refer to the [Notes](#) where appropriate.

**Please complete the shaded ( ) fields and tick (✓) the appropriate boxes below.**

To complete this form, you may need the latest version of Adobe Acrobat Reader, which you can download from <https://get.adobe.com/reader/>.

### Personal information of student<sup>1</sup>

Name of student ("the Student") \_\_\_\_\_  
 Date of birth \_\_\_\_\_  
 Passport number \_\_\_\_\_  
 Passport expiry date \_\_\_\_\_  
 Nationality \_\_\_\_\_  
 Enrolled to study at  
 Burlington School ("the School")  
 Dean Close School  
 Shelburne Road  
 Cheltenham  
 GL51 6HE  
 United Kingdom

Dates of study from \_\_\_\_\_ to \_\_\_\_\_

### Personal information of parent or guardian<sup>2</sup>

Name of parent/guardian \_\_\_\_\_  
 Relationship to the Student \_\_\_\_\_  
 Home address \_\_\_\_\_  
 \_\_\_\_\_  
 UK address (if different from above) \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Do you speak English? Yes  No

If you answered No, what languages do you speak? \_\_\_\_\_

*Please provide an additional contact in case the above person cannot be contacted:*

Name of person \_\_\_\_\_  
 Relationship to the Student \_\_\_\_\_  
 Home address \_\_\_\_\_  
 \_\_\_\_\_  
 UK address (if different from above) \_\_\_\_\_





### Medical treatment<sup>8</sup>

Please tick (✓) the box to indicate that you agree to the following:

I give consent for the Student to receive first aid from a trained First Aider, and/or for the School and its representatives to arrange medical treatment in the event of accident, injury or illness.

I have informed the School of any medical conditions, medication taken, allergies, special educational needs, or other relevant information for the Student.

### Data protection<sup>9</sup>

Please tick (✓) the boxes to indicate that you understand the following:

It is necessary for the School to record details of students, including medical and educational needs, and to keep a copy of their photographic ID. Any such information is strictly for internal and welfare purposes, and stored securely and in line with data protection laws.

The School will from time to time contact you with offers and news from the School. Under no circumstances will the School pass your data on to any other organisation or individual. Please tick to give consent for the School to contact you in this way.

*The School will occasionally take photographs or videos of students in the course of lessons or other activities, which may be used for a variety of purposes.*

Please tick to give consent for the School to make such images of the Student for internal use (for example, notices and posters).

Please tick to give consent for the School to make such images of the Student for external use (for example, school brochures).

Please tick to give consent for the School to make such images of the Student for use on social media.

### Declaration<sup>10</sup>

Please tick (✓) the boxes to indicate agree to the following:

All the information given on this form is correct.

I have read, and agree to be bound by, the school's Terms and Conditions.

I understand that while the Student is studying with the School, the School has a duty of care to the Student, as laid out in the School's Safeguarding and Welfare Policy. The School makes decisions regarding the safeguarding and safety of its students based on UK law, local knowledge and experience. The School will not agree to any requests that go against these policies, laws or principles.

In an emergency, or in any case relating to the safeguarding of the Student, every effort will be made to communicate with the parent, guardian and/or other emergency contact of the Student. However, in urgent cases, the School may take actions to ensure the safety of the Student without first consulting these people.

I am the parent or legal guardian of the Student.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Relationship to the Student: \_\_\_\_\_

Date \_\_\_\_\_

## Notes

- 
- 1
- *These details must be the same as in the Student's passport.*
- [Return to section](#)
- 
- 2
- *This person must be the Student's parent or legal guardian*
  - *This person must complete this form*
  - *This is the person who gives consent to the Student to study*
  - *We will contact this person in case of emergency, illness, or any other safeguarding issues.*
  - *You must provide a copy of the passport of both people in this section.*
- [Return to section](#)
- 
- 3
- *If the Student is travelling to the UK alone, please make sure the airline allows children to travel alone.*
  - *If you are arranging transport for the Student, you must provide a copy of the passport of the person collecting the Student.*
- [Return to section](#)
- 
- 4
- *If the Student is travelling from the UK alone, please make sure the airline allows children to travel alone.*
  - *If you are arranging transport for the Student, you must provide a copy of the passport of the person accompanying the Student.*
- [Return to section](#)
- 
- 5
- *If the accommodation has been organised independently of the School, you must provide the name of the accommodation provider, their relationship to the student, and a copy of their passport.*
- [Return to section](#)
- 
- 6
- On some social activities organised by the School, such as museum visits and full-day excursions, students are allowed free time.*
- *If the Student is aged **12 years or older**, they can spend this free time in a group of 3 or more students of a similar age.*
  - *If the Student is aged **11 years or younger**, they must spend this free time with a member of the School staff or a designated Group Leader.*
- Some social activities may be organised independently of the School.*
- *If the Student is aged **15 years or younger**, they must be accompanied on such activities by a member of the School staff, a designated Group Leader, or a person appointed by a parent or guardian.*
  - *If the Student is being accompanied by a person appointed by a parent or guardian, you must provide the name of the person, their relationship to the student, and a copy of their passport.*
  - *Burlington School is not responsible for any loss or injury resulting from social activities organised independently, such as horse-riding activities.*
- [Return to section](#)
- 
- 7
- *Unsupervised free time is only allowed if the Student is **16 or 17 years old**, or if they are accompanied by a designated Group leader, or an appointed guardian.*
  - *If the Student is accompanied by somebody who is not an employee or representative of the School, you must provide the name of the person, their relationship to the student, and a copy of their passport.*
  - *If the Student is accompanied by somebody who is not an employee or representative of the School, you must provide the name of the person, their relationship to the student, and a copy of their passport.*
  - *If the student leaves the school campus with a named adult, this must be agreed 24 hours in advance with the Centre Manager, and a signing out/signing in form must be completed.*
- [Return to section](#)
- 
- 8
- *See <http://burlingtonschool.co.uk/pre-arrival-information-for-students.html> for information on accessing healthcare in the UK.*
  - *Burlington School recommends that all students have full insurance, including medical insurance.*
- [Return to section](#)
- 
- 9
- *See <http://burlingtonschool.co.uk/school-policies.html> for information on the School's Data Protection Policy.*
- [Return to section](#)
- 
- 10
- *See <http://burlingtonschool.co.uk/school-policies.html> for the school's Safeguarding and Welfare Policy.*
  - *See <http://burlingtonschool.co.uk/school-policies.html> for the school's Terms and Conditions.*
- [Return to Section](#)
-