

## Parent/Guardian Information and Consent Form

Student attendance at the King's College London Pre-University Taster programme requires written consent from the parent or guardian prior to the start of the programme. A version of this form, with a declaration section, will be emailed to all confirmed students in June.

### Summary of responsibilities

**Parent/guardian** - It is the responsibility of the parent/guardian to:

- Review this document and website information to ensure they understand the nature of the programme their child is enrolling into and it's suitability for them.
- Recognise that a certain level of maturity, independence and responsibility is required of students to manage periods of unsupervised free time, adherence to the code of conduct and meeting curfew times (for residential students).

**Summer Programmes staff** - It is the responsibility of Summer Programme staff to:

- Ensure that whilst 'on campus', during all scheduled lessons, excursions, workshops and activities, students are supervised and supported to get the most out of the programme.
- Provide emergency contact details to all students throughout the programme (including 24 hour support for residential students).

### Programme details:

- The **Pre-University Taster** programme consists of academic lectures and seminars and a course excursion within London. The programme officially starts on the morning of Monday 21 August and ends in the afternoon of Thursday 24 August (exact times to be confirmed nearer to the start of the programme).
- All teaching and activities will take place at the Franklin Wilkins Building at our Waterloo campus, unless advised otherwise.

### Food:

- All students on the **Pre-University Taster** programme will be issued a catering card to contribute towards the cost of their daily lunch (Monday to Thursday)

### Supervision, attendance and wellbeing:

- Students will be supervised during all timetabled activities by their tutor or members of the Summer Programmes team but parents should be aware that students will be unsupervised during lunch breaks.
- Where there is allocated free time students will always have the option to stay on site with Summer Programmes staff and they will all be advised of emergency contact numbers.
- All classes will have a daily register of attendance and if a student is not present a Summer Programmes staff member will contact the student directly. In the case that the student does not respond the Summer Programmes team will contact the parent/guardian contact.
- During the programme students can speak to any member of the Summer Programmes team about any concerns or questions. There will always be Summer Programmes ambassadors on site at the Waterloo campus and the Summer Programmes office can be found on the Strand campus or contacted on +44(0) 20 7848 1533.

### Communications and social media:

- Parents and guardians are required to give at least 24 hours' notice if they require their child to miss any part of the scheduled programme. It is advised that this is only requested in exceptional circumstances and if needed requests must be sent to the Pre-University Programme Manager.

## Image usage:

- The Programmes team may document some of the programme with photos and video. These are used primarily for promotional purposes or to distribute to participants as keepsakes from the programme.
- By signing this form you give consent for King's College London to take photographs and video of participants whilst on the programme. If you are unwilling to authorise this please send us an email explaining that you wish to opt-out of this process. Emails should be sent to [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk)

## Student information:

- In order to ensure the safety, security and enjoyment of all students on the Pre-University Taster programme it is important that we collect key information, such as emergency contact details and medical and dietary information, from each student. It is the parent/guardian's responsibility to ensure that all information provided through the online survey is accurate and up to date.

## Medical support:

- If students require any medical attention they will be supported in seeking the appropriate care from a local pharmacy, the KCL health service or an NHS walk in clinic. If relevant, it is the parent/guardian's responsibility to ensure that adequate medical insurance has been arranged to cover any charges that may be incurred.

## Student behaviour:

- King's College London wants every student to benefit from the experience so all participants will be expected to show responsible behaviour, as well as respect for the rights of other students and Summer Programmes staff.
- All students will be required to sign a **Student Code of Conduct Agreement** in advance, which will cover the main rules and regulations of the programme including our zero tolerance policy for the purchase, possession or consumption of alcohol or drugs at any time during the programme.
- Parents must ensure they have reviewed this agreement and discussed it with their child.
- In the event of serious incidents of misbehaviour, such as fighting, abuse of any kind or the use of illegal substances, the student(s) concerned will not be allowed to continue on the Summer School and their parents/guardian will be contacted for withdrawal from the programme. It will then be the responsibility of the parent/guardian to make arrangements for collection from the College and for travel home.
- The College will accept no liability or cost associated with removal from the programme as a result of breaking the Code of Conduct or in the event of serious incidents of misbehaviour.