

### Parent/Guardian Information

Student participation in any King's College London Pre-University programme requires consent from the parent or guardian.

As the parent/guardian of a student who will be participating in a King's College London Pre-University campus programme you are required to read this document and complete the [Under 18 Agreement to Study Form \(Summer School\)](#).

#### Summary of responsibilities

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

- Review this document and the website information to ensure they understand the nature of the programme their young person is enrolling into and its suitability for them.
- Recognise that, like most universities, King's is a mainly adult environment and understand that King's does not act *in loco parentis* (in place of a parent) towards its students. King's expects all students to have the necessary skills and maturity to live and study alongside people from a wide variety of backgrounds. Additionally, King's expects all students to act responsibly and maturely, and in line with the **Student Code of Conduct** (see end of document).

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

- Ensure that during all online or on campus scheduled lessons, workshops and activities, students are supervised and supported to get the most out of the programme.
- Ensure that appropriate measures are in place to assist all students during the programme, including risk assessments, and to ensure that all students are informed of the relevant procedures and contact details.
- Ensure that students staying in the King's Residences have adequate supervision and support outside the hours of the academic programme

#### Safeguarding

- All tutors on Pre-University programmes are required to have a current enhanced Disclosure and Barring Service (DBS) check
- All course assistants who are students first point of contact during the academic timetabled activities and residential assistants who are responsible for students outside the schedule academic activities are required to have a current enhanced DBS check
- The Summer Programmes team has an appointed NSPCC trained Designated Safeguarding Leads.

#### Supervision, attendance and wellbeing:

- Students will be supervised during all timetabled activities by tutors and/or a team of trained Summer Programmes Course Assistants. Parents and guardians should be aware that students may not be supervised during times outside of timetabled or optional activities.
- All scheduled teaching sessions will have a regular register of attendance taken. If a student is absent, the Summer Programmes team will contact the student via phone. In the case of no response or after the second absence, a Summer Programmes team member will contact the parent/guardian.
- During the programme, students can speak to a member of the Summer Programmes team and raise concerns or questions. The team can be contacted via email at [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk) or via phone on +44 (0)207 848 1533

Students staying at King's residences will be supervised by a dedicated team of Residential Assistants (max. 1:16 ratio). Residential Assistants receive training prior to the first student arrival date and are the first point of contact to assist with student concerns throughout the programme.

### Communications, software and social media:

- During the programme, access to e-learning platforms and communication between students, staff and tutors must be via King's College London email accounts only. Students will receive login details and access to their KCL email account approximately one week prior to the programme start. Students are expected to check this account regularly and not use personal accounts for the purposes of the programme.
- Students studying on campus - for the purposes of supervision and effective communication students may join WhatsApp groups with their academic (and residential where applicable) group and their assigned course and (where applicable residential) assistant. This channel of communication should be used for essential programme information only (updated meeting times, locations etc.). The conversation history will be available to the Summer Programmes team upon request.
- Attendance to all scheduled activities is compulsory. In exceptional circumstances, a parent/guardian can request for their young person to miss a scheduled activity by writing to Summer Programmes at [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk) providing a justification for their request. Requests must be made prior to the start of the programme. Permission will be based on individual circumstances and granted on case-by-case basis at the discretion of the Summer Programmes Deputy Head of Operations. This does not apply for students staying in the King's Residences, during hours outside of the academic schedule.

### Student information:

- We will email students key information about their programme in the lead up to the start date. The email address we use will be the one that was given at the time of application. Students can edit this email address via the King's Apply portal.
- In order to ensure the safety, security and enjoyment of all students on Pre-University programmes it is important that we collect key information, such as emergency contact details and medical information from each student studying on campus. It is the parent/guardian's responsibility to ensure that all information provided is accurate and up to date.
- In line with UK law and university legal compliance, personal information (for example, regarding a student's academic progress) may not be disclosed to parents, guardians, sponsors or agents for any student even if the student is under 18 unless the student has previously given consent. Further information regarding disclosure is provided at the point of offer.
- The university retains the right, in cases where there is concern for the welfare of the student or others, to contact the parents or guardians. The university may use emergency contact details in the following circumstances: 1) in a student's '[vital interest](#)' (life or death situations), or 2) where the university has a serious concern for the student and both the university and the student have [a legitimate interest](#) in ensuring that this serious concern is acted upon.

### Filming and Photography usage:

- Live sessions will be recorded for monitoring and access purposes. Recordings will be available to programme participants and staff only on Microsoft Stream for the duration of the programme.
- The Summer Programmes team may document some of the programmes with photos and video to be used for promotional purposes. Parents/Guardians or participants can consent to King's College London taking photographs and video of participants whilst on the programme for promotional purposes, or opt-out of the process, through the Under 18 Agreement to Study Form.

### Insurance and Medical support (for students studying on campus):

- All students are required to take out the appropriate level of insurance. Some of the Pre-University programme fees include basic travel, medical and emergency cover however we strongly advise all applicants to speak with appropriate travel/medical insurers to identify and ensure they cover their individual needs and requirements.
- It is the parent/guardian's responsibility to ensure that adequate medical insurance has been arranged. Course assistants will be available to assist with directing students to local pharmacy or health services should a student requires medical attention during the academic day. For residential students, this is extended to evening, weekends and overnight via the Residential Assistants' team.

### Coronavirus (for students studying on campus)

- Students and parents are advised to read the [coronavirus information page](#) for policy and guidance around coronavirus.

### Student behaviour:

- King's College London wants every student to benefit from the experience, and all participants will be expected to show responsible behaviour, as well as respect for the rights of other students and Summer Programmes staff as outlined in the [King's Community Charter](#).
- All students must abide by the **Student Code of Conduct** (see end of document). Parents/guardian must ensure they have reviewed the Student Code of Conduct and discussed it with their young person.
- In the event of serious incidents of misbehaviour, such as but not limited to fighting, discrimination, 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 required to withdraw their young person from the programme. For students studying on campus, it will then be the responsibility of the parent/guardian to make arrangements for collection from the university and for travel home.
- The university will accept no liability or cost associated with removal from the programme in the event of serious incidents of misbehaviour.

## Student Code of Conduct

### Overview

All students on any Pre-University Summer programme must abide by the rules and regulations of the programme, as set out in this Code of Conduct and the [terms and conditions](#) of the university.

[King's College London - Student Conduct & Appeals \(kcl.ac.uk\)](#)

### Expected behaviour

King's College London is committed to supporting all students to benefit from participating on Pre-University programmes and to enjoy the experience. The university expects that students will act in a sensitive, considerate, and responsible manner at all times as outlined in the [King's Community Charter](#). You will also be expected to show respect for the rights of other students and all staff. The university does not tolerate any verbal or physical conduct that demeans others, in particular because of their ethnicity, gender, race, religion, sexual orientation, disability, age, or political beliefs.

### Rules and Regulations

All students to have the opportunity to benefit from and enjoy the programme, the following rules and regulations will be in operation:

#### ONLINE

- Students must adhere to [King's Digital Education guidelines](#) for communication and conduct
- Students must attend all timetabled activities.
- Students must use their KCL email account for all course and programme-related communications and access. The use of personal email accounts is not permitted.
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- Students are expected to engage in their course through class participation and the completion of any assigned work. Disruptive behaviour will not be tolerated.
- Students must look presentable and professional for their lessons; they should be in an environment that is quiet, safe and free from distractions. Where possible, students should not join virtual sessions from their bedroom.
- Microphones must be muted unless students are speaking.
- Students are strongly encouraged to have their cameras turned on for the duration of live activities, unless instructed otherwise.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- Users must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The university reserves the right to block or monitor access to such material.

#### ON CAMPUS

- Students must attend all timetabled activities.
- Students are not allowed to leave the Summer School site without the permission and/or supervision of the designated Summer School member of staff unless it is for a scheduled free time.
- On occasions where students are given 'free time' they must adhere to instructions regarding meeting points and times.

### IN RESIDENCES

- Students are allocated in en-suite single bedrooms in residential flats by gender. Each student has an en-suite single room with a private bathroom with shower. Each apartment consists of 6 – 8 student bedrooms.
- During the accommodation application process, trans/non-binary students are invited to include additional information in the designated section of the Accommodation application form; upon receipt of the application form, a member of the residences team will be in touch to discuss allocation arrangements and communicate with the Residential Welfare Lead to ensure that students feel supported during their stay
- Students are not permitted to enter other students' bedrooms. Each King's residence offers generous common room space for students to meet and socialise.
- Students must participate to all scheduled social activities
- Students may have some independent free time in evenings and weekends. They will be briefed in advance of the time allocated to the activity and location(s) that they can visit. Clear return time and meeting point will be set in advance. Students are instructed to stay in groups when going out unsupervised. Residential assistants must be informed in advance of where each student is at any time.
- Students are expected to follow all emergency procedures, such as a fire drill, as directed by the Summer School and Residences' staff members.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- It is [illegal](#) for a person under 18 to purchase or consume alcohol in the UK. Alcohol must NOT be brought onto the King's College London premises or consumed at any point (on or off site).
- The purchase of tobacco products, smoking (including e-cigarettes) and vaping is [illegal](#) for a person under 18.
- The purchase or use of drugs is illegal and can have serious [consequences](#).

### First day guidelines

On the first day of the programme, all students will attend a Welcome Talk to reiterate expectations and campus rules and regulations that students must adhere to, for your own safety and enjoyment of the course, and that of other students and staff.

### Misconduct

Failure to behave appropriately, or to comply with the above rules and regulations, will result in a written warning. If the misconduct is repeated, or for incidents of a serious nature, parents/guardians and/or the student's school will be contacted, and this may result in exclusion from the programme.

### Serious incidents of misbehaviour

In the event of serious incidents of misbehaviour, such as fighting, discrimination or abuse of any kind, or the use of illegal substances, the student(s) concerned will not be allowed to continue on the programme and their parents/carers will be contacted for withdrawal from the programme. No portion of the programme fee will be refunded to a student who has been dismissed.

By accepting an offer via your King's Apply account you confirm that you acknowledge and accept the terms of this Code of conduct.