Pre-University Summer School (non-residential)
Student Handbook 2017

It is important that both the student and their parent/guardian read this guide carefully, and in full, before the programme commences.

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Welcome to the 2017 Pre-University Summer School. This year will be our largest, most exciting and diverse programme to date, with over 300 high school students coming from countries across the world.

This short guide provides details of what you need to think about, how you can prepare and what to expect from the programme. Hopefully the guide will cover everything you need to know, but if you think of other questions you would like to ask, please feel free to contact the team on + 44 (0)20 7848 1533. Our office is open Monday to Friday from 09:00 – 18:00. Alternatively you can contact our Pre-University Coordinators by email:

Daytime queries - Josie Richardson (daytime coordinator) – josie.richardson@kcl.ac.uk

Residential queries - Zahra Moshtofar (residential coordinator) – zahra.moshtofar@kcl.ac.uk

The final programme and full student orientation will be provided at the opening event on Monday 24 July.

Congratulations on being selected to take part in this year's Pre-University Summer School. We look forward to welcoming you to the College.
Pre-University SUMMER SCHOOL

Pre-University Summer School 2017

What to expect

The Pre-University Summer School is an intensive academic programme aimed at high-achieving high school students. The programme provides the opportunity to explore an English university experience and life in central London and can help you prepare for undergraduate study. It is also designed to develop your personal skills, such as communication, teamwork and time management, and build your confidence for the future through a full and varied programme of activities. We hope that all students find the programme to be an enriching experience and leave us with a better sense of themselves and their future and a set of new friends from around the world to stay in contact with.

As a participant on the Pre-University Summer School, you will:

- Attend a two week programme of academic classes and academic excursions in a chosen subject area: Business Management, Law, Medicine, Politics or Psychology.
- Take part in compulsory and optional personal development sessions to help you prepare for undergraduate study and beyond.
- Undertake private study and academic coursework to develop knowledge in your chosen subject area.
- Have access to the library and its resources.

The timetable

Draft timetables for each course are available on the pre-arrival webpage and final versions will be issued on Monday 24 July. Academic classes take place daily, Monday to Friday, from 9:30 – 13:00. During the afternoon there will either be an academic excursion associated with the subject of study, personal development/skills sessions or assignment and study workshops. The day will typically finish between 5:00 and 5:30pm but on some days students may finish earlier if they choose not to attend an optional session.

Academic programme

For the duration of the programme you will study one course choice (Business Management, Law, Medicine, Politics or Psychology). You will have daily lectures and seminars in the morning with your course group. King’s Summer School tutors will deliver the courses and each class will be assigned dedicated Summer Programmes Ambassadors.

The format of each course will vary slightly but will typically comprise a mix of lectures, seminars, interactive sessions and course excursions to help you explore the subject. All students will be set two compulsory assignments – a group presentation task and a written assignment. Full information will be provided upon arrival and you will be supported in these tasks by your tutor and Summer Programmes Ambassadors.

Please note that you are not required to undertake advance reading or preparation for your course. You will also be supplied with readings and course materials during the courses so you do not need to purchase any books or materials in advance.

For more information visit www.kcl.ac.uk/summer or contact summer@kcl.ac.uk
Personal Development

During the programme there will be a number of opportunities for students to build skills and confidence outside of their subject area and broaden their academic experience. Through a mix of workshops, guest lectures and team activities students will work with students from other courses, improve their communication skills and learn more about university admissions and career paths for the future.
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Programme logistics

Arrival to London

If you are arriving into any of the major London airports the King’s Summer School blog (http://blogs.kcl.ac.uk/summerschool/2016/06/17/pre-arrival-information-getting-from-the-airport/) gives clear directions from these into central London where you can then use public transport to wherever you are staying. Alternatively we recommend booking a car service from the airport. This can be arranged in advance and we recommend Addison Lee (https://www.addisonlee.com/passenger-services/airport-transfers/) as a reliable company for this. Taxis can also be arranged from all major London airports and there are directions to these at all airports.

The teaching campus

All teaching on the Pre-University Summer School will be based in the Franklin-Wilkins building (Stamford Street, London, SE1 9NH) on our Waterloo campus for the duration of the programme. The nearest rail and tube station to here is Waterloo station and then it is about a 5-minute walk from the station.

Please see the Transport for London website to help plan out your journey in advance: https://tfl.gov.uk/plan-a-journey/. For travel on London buses and tubes you will need to have an Oyster or travel card or a single journey ticket.

If you have any travel related queries ahead of your arrival please contact us at summer@kcl.ac.uk or call us on +44 (0)20 7848 1533

Accommodation

Non-residential students are responsible for their own accommodation arrangements. However, if you are 18 or over at the start of the programme and have booked alternative King’s accommodation you will be contacted soon with confirmation of your booking details.

Food and drink

Daily lunch is included as part of the non-residential programme fee. While on campus students will be issued with a meal card for use at lunch. This will allow them to choose their own food and manage their own spending. We would recommend spending an average of £6 on lunch each day.

A vegetarian option will be available at all meal times. We will also do our best to cater for the dietary or religious requirements that you outline in the online student information survey.

Transport

During the programme students will go on course excursions, which may require the use of public transport. Therefore we recommend that all students purchase a London travel card (Oyster card) for use during their stay in London, and this can also be used to cover their travel to and from the campus each day.

Ambassadors

A team of Summer Programmes Ambassadors facilitate the Pre-University Summer School alongside Summer Programmes staff. These ambassadors are current students or recent graduates of King’s
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College London. Each course group will be assigned two ambassadors who will be present for all timetabled activities during the day. They will be responsible for registering each class, dealing with student enquiries, facilitating group discussion and assisting with any course excursions or activities. Ambassadors can also help with any course related issues and can provide help with assignment queries and using the library.

For more information visit www.kcl.ac.uk/summer
or contact summer@kcl.ac.uk
Health and safety

Supervision and security

Summer Programmes staff will be responsible for non-residential students during timetabled hours Monday to Friday, approximately 9:15am-5:30pm. Throughout the programme students will be led, guided and supervised by a group of selected and trained Ambassadors, who will have undergone appropriate safety and security checks in advance of working on the programme.

In addition to the Pre-University team the College has a range of support staff to help the students if required during their time on the programme; this includes welfare, medical and counselling staff that can provide impartial support and assistance.

London is a relatively safe city, however due to the central London location of the College and its accommodation students need to follow basic safety guidelines. These include, but are not limited to:

- taking heed of road safety e.g. using pedestrian crossings
- never exploring on your own – always be in a group of at least 3
- keeping a close eye on your valuables when you are in busy areas and on public transport
- making sure your phone is fully charged before you leave campus
- making sure you know your course ambassadors’ telephone numbers and the campus address and telephone number

During timetabled hours students will be supervised and regularly registered. However, as the programme is designed to allow students to experience independent living we do allow free time at lunchtime. When students do leave the campus unsupervised they will need to adhere to the instructions regarding registration times along with all other terms outlined in the Student Code of Conduct Agreement including the prohibited consumption, purchase or possession of alcohol.

Insurance

Based on individual requirements we recommend securing your own travel and medical insurance.

Health and fitness levels

This is a busy and intensive two weeks and therefore all participants are required to have a suitable level of health and fitness to cope with demands of the programme. This is as much for their full enjoyment of the programme as it is for any arrangements we may need to make. It is important that we are made aware of any medical or health conditions which may impact on the day-to-day involvement of the student and this information should be declared using the online student information survey.

We should be able to make appropriate provision but it is important that we are made aware in advance if possible. If you do not advise us in advance, or are not able to, then you should speak to a member of staff when you arrive.

If you wish to find out more information or to speak with an advisor outside of the Summer School you can also contact our Disability Student Support Office at: disability@kcl.ac.uk or see their website at http://www.kcl.ac.uk/campuslife/services/disability/index.aspx
Code of conduct and student responsibility

Student code of conduct

It is a requirement of the programme that all students must sign the Student Code of Conduct Agreement prior to arrival. This agreement outlines a strict set of guidelines that must be adhered to throughout the programme and failure to do so may result in your exclusion from the programme. It is important that all parents/guardians read the Student Code of Conduct Agreement and acknowledge this by signing the Parent/Guardian Consent form. Copies of both of these documents have been emailed to all students.

Student responsibility

Throughout the programme all students are expected to act responsibly and in line with the code of conduct agreement. During the timetabled hours students will be supervised by Summer Programmes Ambassadors and will need to follow their instructions. When students are allocated free time (at lunch) they must always sign back in for afternoon registration. Students should also ensure they have the telephone numbers of their Course Ambassador and the Summer Programmes office when they are off site. We wish to create a positive, safe and happy environment for all students and we will not tolerate student behaviour which prevents this.
Preparation for the programme

Visas

If you are not an EU national it is important that you check any visa requirements and that you are eligible for a trip to continental Europe, and that visa restrictions do not apply. If you require a visa we can issue you with a visa support letter and if you indicated this in your application you should have already received one from us. If not please let us know as soon as possible. It is also vital that if you are entering the country on a short-term study visa then you should carry your visa support letter to show at immigration upon arrival to ensure you enter the country correctly.

If you are unsure of the visa requirements then please contact our visa team at advice@kcl.ac.uk. You can also check out whether you need a visa at the UK government website - https://www.gov.uk/check-uk-visa

What to think about or arrange in advance

Travel insurance:

We strongly advise you not to bring very valuable personal items. The College cannot take responsibility for items that are lost, broken or stolen during the Summer School. If you do wish to bring valuable items then please arrange suitable insurance cover.

Medical arrangements:

It is essential that you ensure you have appropriate cover for your own individual circumstances. We suggest you gain professional advice on this matter if required.

If you are on any specialist medication then you need to bring copies of any relevant or appropriate medical records and an adequate supply of any required medication. If a medical condition may affect your time on the programme then please let us know (all medical and dietary information should have been provided in the online student survey). All information will be held in the strictest confidence. If you live outside the UK please remember that not all medications are available or advised in the same way in the UK as in other countries.

Please ensure that you are up-to-date with vaccinations. Please consult your doctor or seek medical advice prior to starting the Pre-University Summer School. You should bring copies of any vaccination certificates you have with you.

Disability:

If you have a long-term physical or mental health condition, learning difficulty (such as dyslexia) or other condition that impacts on day-to-day activities then please let us know. We should be able to make appropriate provision, but it is important that we are made aware in advance if possible.

If you wish to find out more information or to speak with an advisor outside of the Pre-University Summer School you can also contact our Disability Student Support Office at: disability@kcl.ac.uk / http://www.kcl.ac.uk/campuslife/services/disability/index.aspx

Clothing:

There is no official dress code.
Please remember the golden rule with London weather: be prepared! We recommend you bring an umbrella or rain coat as well as a warm jumper – even during the summer.

Mobile phones:

We recommend all students bring a mobile phone with them that can be used for local UK calls. If you do not have a UK SIM we can assist students with purchasing local SIM cards for use during the programme. Please also remember to bring the relevant charger and adaptor, if required. Students will have Wi-Fi access on campus throughout the course of the programme.

Money:

Lunch is covered in the cost of the non-residential programme but students will need to cover any additional food and drink and travel costs. It is also advised that students should have access to funds in the unlikely event of emergency.

Laptops and tablets:

If you have a personal laptop or tablet then it is your decision whether you bring this to assist you with your academic work as well as perhaps contacting friends/family at home. We do not require students to have a laptop or tablet and students will have access to the computers in the library. Please always ensure that if you do bring a laptop or tablet that it is covered by appropriate insurance and you bring the necessary charger and plug adapter.

Safety and security

Students must remember that many other students are on campus during the summer and therefore they must take responsibility for their belongings. Possessions should never be left unattended on campus (i.e. in classrooms and in the canteen).

It is also a requirement of the college that students carry their ID cards with them at all times during the programme. On Monday 24 July all students will complete the enrolment process, and receive their ID card. In order to do so all students will need to bring their passport with them on the first day of the programme.

Documentation

All participants have been asked to complete and return the following documents to help us prepare for arrival and to ensure we provide a happy, safe and secure environment. If you have not provided any of the following please do so as soon as possible.

- Signed Parent/Guardian Consent Form – attached to this email
- Student Information Form (online survey) - The survey can be accessed here: https://kings.onlinesurveys.ac.uk/pre-university-summer-school-2017-student-information-surv and the password is preuniversity2017.

Enrolment

In order to become an official member of King's College London for the duration of the programme all students will need to be enrolled. Before the start of the programme you will receive an automatic email from enrol@kcl.ac.uk that asks you to complete three key steps:
1.) Register for a King's IT account (access to internet, Wi-Fi, library etc.) – follow the link in the email

2) Complete the Online Enrolment Task – follow the link in the email

3) Enrol in person – this simply means that you need to bring your passport with you on the day of arrival (24 July) to show us and then we can issue you with an ID card

*Please note that the first two steps MUST be completed by before you arrival

**Please note that you must bring your passport with you to show at enrolment.

***Please note that you will also need to show a valid study visa, if required, as part of this enrolment process.
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Key documents

Student checklist

Preparing for the programme: (tick when complete)

- Have you secured your visa, if needed? □
- Have you booked your travel arrangements and planned how you will get to the campus on the first day? □
- Have you completed the online Student Information survey? □
  (to provide your contact details and medical and dietary requirements)
- Have you read the Student Code of Conduct Agreement carefully? □
- Have your parents/guardian signed and returned the Consent Form? □
- Have you secured the necessary travel and medical insurance? □
  (in addition to what is provided by the programme fee)

Before you arrive:

- Have you got a small amount of spending money? □
  (for all dinners, lunches on the weekend and any additional food/drink you may want)
- Do you have access to funds if required in an emergency? □
- Have you packed suitable chargers and adaptors for laptops/phones etc.? □
- Have you packed any required medicines? □
- Have you got the Summer Programmes contact numbers for your arrival, if needed? □
- Have you packed your visa support letter, if required, in your hand luggage? □
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Student Code of Conduct

Overview
All students on the Pre-University Summer School and Pre-University Taster programme must abide by the rules and regulations of the programme, as set out in this code of conduct. Participation in the programme is subject to the review and acceptance of the terms of this code of conduct.

Expected behaviour
King’s College London wants all students to benefit from the Pre-University Summer School and to enjoy this new experience. The university expects that students will act in a sensitive, considerate and responsible manner at all times. You will also be expected to show respect for the rights of other students and all Summer School staff. The university does not tolerate any verbal or physical conduct that demeans others because of their race, gender, ethnic background, religion or sexual orientation.

Rules and Regulations
For health and safety reasons, and for all students to have the opportunity to benefit from and to enjoy the programme, the following rules and regulations will be in operation:

- Students must attend all timetabled activities.
- Students are expected to engage seriously in their course through class participation and the completion of any assigned work. Disruptive behaviour will not be tolerated.
- Students are not allowed to leave the Summer School site without the permission and/or supervision of appropriate Summer School staff, unless it is a scheduled free time slot.
- On occasions where students are given ‘free time’ they must adhere to instructions regarding meeting points and times.
- Students must observe curfew rules every evening, which will be outlined on the first day. (Residential students only)
- There will be separate male and female accommodation areas. Males and females are required to keep to their own accommodation areas. (Residential students only)
- Students are expected to follow any emergency procedure, such as a fire drill, as directed by Summer School staff.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- Alcohol must NOT be brought onto the Summer School site or consumed at any point (on or off site) during the Summer School.
- The purchase or use of any illegal substances is strictly forbidden.
- The purchase of alcohol or tobacco products is strictly forbidden for anyone under the age of 18. It is also forbidden for anyone to purchase alcohol or tobacco to be used by those who are under 18. [https://www.gov.uk/alcohol-young-people-law](https://www.gov.uk/alcohol-young-people-law)

First day guidelines
On the first day of the Summer School, staff will explain some additional rules and regulations that will apply to activities currently being planned. It is expected that you will adhere to them for your own health and safety, 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 verbal warning and automatic suspension of free time privilege. If the misconduct is repeated, or for incidents of a serious nature, parents 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, 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/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.
Parent/Guardian Consent Form

Student participation in the King’s College London Pre-University Summer School requires written consent from the parent or guardian prior to the start of the programme.

There is a form at the end of this document which we ask the parent/guardian to sign and send back to us (via email to summer@kcl.ac.uk) by Sunday 2nd July. Please write the student name in the email subject line.

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 its 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 Summer School consists of academic lectures and seminars, workshops and advice sessions, and excursions to sites of interest within London. The programme officially starts on the morning of Monday 24 July and ends at 5pm on Friday 4 August (excluding the weekend of 29/30 July).
- Most sessions during the programme are compulsory but on occasion some talks and workshops are optional. We encourage all students to participate in the whole programme to get the most out of the experience and parents should be aware that if a student does choose to opt out of an optional activity then they will be unsupervised for that time.
- All teaching and activities will take place at the Franklin Wilkins Building at our Waterloo campus, unless advised otherwise.

Residential students:

- Students who are under 18 and opt to purchase the full accommodation and social package will be treated as full time residential students. For these students the programme officially starts from 2pm on Sunday 23 July (students should aim to arrive by 5pm) and ends at 10am on Saturday 5 August. Students stay overnight in King’s accommodation for the duration.

Course and programme information:

- Due to the nature of the subject areas students in the Medicine and Psychology courses may, on occasion, discuss content or view images of a sensitive or upsetting nature. Tutors have been advised to issue warnings if this is likely and Summer Programmes ambassadors will be on hand to supervise any students who need to temporarily leave the classroom.
- Please note that residential students may take part in physical activities, including team sports led by members of the King’s Sport team. Please review the Health Commitment Statement and by signing this form you are consenting to the student’s participation in physical activities if they wish to do so.
- 16 + students may also use the fitness centre (if a membership has been purchased) and parents should be aware that usage will be unsupervised, but an induction is required for all students and staff will be available at all time if assistance or support is required.
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**Airport arrival and departure:**
- We do not offer an airport arrival pick up service but we will provide students with clear instructions about how to reach campus safely from all London airports.
- We do recommend that if students are uncomfortable with travelling alone you may wish to book a car service to pick them up from their arrival airport and take them to the accommodation. Links to these services can be found on all London airport websites.

**Accommodation:**
- Residential students (under 18s only) will be accommodated at Stamford Street Apartments, which are opposite the Waterloo campus, where all teaching takes place. Each student will have their own private en-suite room, within self-catering flats, and all flats are single sex.
- This accommodation has 24hr security and students will be supervised overnight by a team of DBS checked Summer Programmes ambassadors and a Summer Programmes coordinator.
- Students will be required to adhere to the rules and regulations of the accommodation and respect curfew times.
- The nightly curfew will be 10pm every evening and if students have not returned to the accommodation by this time then the Summer Programmes team will contact the parent/guardian.
- Students who are 18 and over at the start of the programme have the option to book King’s accommodation through the KCL e-store but they will not be under the care of the Summer Programmes team outside of the timetabled hours (approximately 9-5pm Monday-Friday).

**Food:**
- All students on the Pre-University Summer School programme will be issued with an ID card that will be pre-loaded with catering funds to contribute to the cost of their daily lunch (Monday to Friday)
- Fully residential students (under 18) will also have additional money on their cards for use at breakfast. For these students some dinners will be provided but students will be required to arrange their own dinner on most evenings (there are plenty of restaurants in the immediate area) and snacks.
- Students who book King’s accommodation who are over 18 will also have additional money on their cards for use at breakfast. Students will be required to arrange their own dinner every evening (there are plenty of restaurants in the immediate area) and any snacks.

**Supervision, attendance and wellbeing:**
- Students will be supervised during all timetabled activities by a team of trained Summer Programmes ambassadors but parents should be aware that students will be unsupervised during lunch breaks and evenings when there is no mandatory social activity.
- Where there is allocated free time students will always have the option to stay on site with a Summer Programmes ambassador 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 ambassador 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 or Summer Programmes ambassadors 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.
- Students on the residential programme will have the pastoral support of a dedicated Summer Programmes ambassador (max 1:16 ratio) and this ambassador will provide a detailed orientation on Sunday 23 July and be the first point of contact to assist with students’ concerns throughout the two weeks.

**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.
- All parents should be aware that for the purposes of supervision and effective communication students will join What's app groups with their class/pastoral group and their assigned student ambassador, who will use their personal mobile number. This should be used for essential information only (updated meeting times, locations etc.) and the conversation history will be available to the Pre-University Programme Manager upon request.

Image usage:
- The Pre-University Summer School 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 Summer School. 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

Student information:
- In order to ensure the safety, security and enjoyment of all students on the Pre-University 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.

Insurance and Medical support:
- The programme fee includes basic travel, medical and emergency insurance cover. However, we strongly advise all applicants to speak with appropriate travel/medical insurers to identify and take out the appropriate level of insurance to cover their individual needs and requirements.
- 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.

Declaration by parent/guardian
- I agree that the named student may attend the Pre-University Summer School and all associated activities, at King’s College London.
- I give consent for the named student to participate in activities organised by, and use the facilities of, King’s Sport. If gym membership has been purchased then I acknowledge that a full booked induction with one of the trained members of the team is required prior to usage of facilities. We have reviewed the Health Commitment Statement document.
- I have read the programme information above and understand that there will be times during the programme where students will be unsupervised during allocated free time.
• I give the staff of the KCL Summer Programmes team the permission to seek appropriate and timely medical care for my child or ward named below in case of emergency while in attendance at the event.
• I have read the Student’s Code of Conduct Agreement and agree for the named student to be removed from the programme if he/she is found to be in breach of the rules and regulations of the Programme.
• I acknowledge the nightly curfew time of 10pm

Name of student ……………………………………………………………………………………………

Student application number ……………………………………………………………………………

Name of parent/guardian (in capitals) ……………………………………………………………..

Email of parent/guardian (in capitals) ……………………………………………………………..

Signature of parent/guardian ……………………………………………………………… Date______
Pre-University Summer School
Summer Programmes
Room S0.16
King’s College London
Strand
London WC2R 2LS
Tel: +44 (0) 20 7848 1533
Email: summer@kcl.ac.uk

During the programme if you need to contact a member of staff as a matter of urgency then please contact:

Josie Richardson, Summer Programmes Coordinator (daytime)
Tel: +44 (0)7530 087164
josie.richardson@kcl.ac.uk

Zoe Galvin, Summer Programmes Manager
Tel: +44 (0)20 7848 1506 / +44 (0)7977 041336
zoe.hamilton@kcl.ac.uk