

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 programme you are required to read this document and complete the Agreement to Study Form.

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 child 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 to obey the local law and the Student Code of Conduct (see end of document).

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.
- Ensure that appropriate measures are in place to assist all students during the programme, including risk assessment and emergency procedures, and to ensure that all students are informed of the relevant procedures and emergency contact details.
- The Summer Programmes team includes members from King's College London as well as local delivery partners.

Safeguarding

- All tutors on Pre-University programmes are required to have an enhanced Disclosure and Barring Service (DBS) check, valid within the past 3 years.
- Support staff from King's College London and local delivery partners are required to have an enhanced DBS check or local equivalent valid within the past 3 years.

Supervision, attendance and wellbeing:

- Students will be supervised during all timetabled activities by tutors and trained members of the Summer Programmes team. Parents should be aware that students will be unsupervised should they choose not to participate in an optional programme activity and during lunch breaks. Where there is allocated free time students will always have the option to stay on site with a member of staff and they will all be advised of emergency contact numbers and procedures. All classes will have a regular register of attendance taken and if a student is not present a Summer Programmes team member will contact the student directly. In the case that the student does not respond the Summer Programmes team will contact the parent/guardian.
- During the programme students can speak to any member of the Summer Programmes team about any concerns or questions. There will always be members of the Summer Programmes team on site at the teaching campus and both students & parents will be provided with an emergency contact number to reach a member of the Summer team.

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Communications:

- 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.

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 and dietary information, from each student. 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 College 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 College retains the right, in cases where there is concern for the welfare of the student or others, to contact the parents or guardians.

Image usage:

- The Summer Programmes team may document some of the programmes with photos and video. These are used primarily for promotional purposes or to distribute to participants as keepsakes from the programme.
- Parents/Guardians or participants can consent to King's College London taking photographs and video of participants whilst on the programme, or opt-out of the process, through the Agreement to Study Form.

Insurance and Medical support:

- 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 to cover any charges that may be incurred. If students require any medical attention they will be supported in seeking the appropriate care by Summer Programmes staff.

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 must abide by the **Student Code of Conduct** (see end of document), which covers 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 the Student Code of Conduct 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 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.

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. 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 the 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. In all cases the university does not tolerate any verbal or physical conduct that demeans others, in particular because of their ethnicity, gender, race, 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 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.

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.

All students will be asked to acknowledge and accept the terms of this code of conduct agreement when completing the student information survey prior to the start of the programme.