

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 Online or on campus programme you are required to read this document and complete the relevant [Agreement to Study Form \(Winter School\)](#)/ [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 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 study online or 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 **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.

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.
- All student ambassadors working on Pre-University programmes are required to have an enhanced DBS check valid within the past 3 years.
- The Summer Programmes team has an appointed NSPCC trained Designated Safeguarding Lead.

Supervision, attendance and wellbeing:

- Students will be supervised during all timetabled activities by tutors and/or a team of trained Summer Programmes ambassadors. Parents should be aware that students will not be supervised during times outside of timetabled activities where students will be expected to work together in groups as part of independent study. Students studying on campus will be unsupervised should they choose not to participate in an optional programme activity, during lunch breaks, and during evenings when there is no mandatory social activity.
- All classes 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 2nd absence, a Summer Programmes team member will contact the parent/guardian.
- During the programme students can speak to any member of the Summer Programmes team about any concerns or questions. The Summer Programmes office can be contacted via email at asksummer@kcl.ac.uk or via phone on +44 (0)207 848 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 arrival day and be the first point of contact to assist with students' 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 class/pastoral group and their assigned student ambassador, who will use their personal mobile number. This should be used for essential programme information only (updated meeting times, locations etc.) and the conversation history will be available to the Pre-University Programme Manager upon request.
- 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 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 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.

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 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 to cover any charges that may be incurred. 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.
- Please note that 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 (see end of document).

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, 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 staying safe online and zero-tolerance policy to harassment or bullying, and 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, 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 contacted for withdrawal 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 College and for travel home.
- The College will accept no liability or cost associated with removal from the programme because 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 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. 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, sexual orientation, disability, age, or political beliefs.

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:

ONLINE PROGRAMMES

- 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.
- Students must adhere to [King's Digital Education guidelines](#) for communication and conduct.
- 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 must be dressed appropriately for the lesson and 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 PROGRAMMES

- 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). 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>
- The purchase or use of any illegal substances is strictly forbidden.

First day guidelines

On the first day of the programme, staff will explain some additional rules and regulations that will apply. It is expected that you will adhere to them 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 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.

All students will be asked to acknowledge and accept the terms of this code of conduct agreement when completing the Agreement to Study Form prior to the start of the programme.