



Ministero dell'Istruzione dell'Università e della Ricerca

Liceo "R. Donatelli"

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COMUNICAZIONE N° 163
COM_163_VIAGGI_Stage Londra_test_modulo minorenni

Terni , 16 novembre 2019

Agli studenti interessati
CLASSI 3E – 3AS – 3BS – 4C
Ai genitori
Ai docenti
Al sito

OGGETTO: Progetto studio lingua inglese Stage Linguistico Londra 25 – 30 novembre 2019
Test di ingresso e modulo studenti di età inferiore ai 18 anni

In riferimento all'oggetto si comunica che:

- tutti i partecipanti allo stage dovranno obbligatoriamente compilare entro e non oltre **martedì 19 novembre 2019** il **test di ingresso** disponibile al seguente link: https://www.surveymonkey.co.uk/r/BABEL_Donatelli
- i partecipanti allo stage di età inferiore ai 18 anni dovranno obbligatoriamente compilare il **modulo in formato digitale (allegato alla presente) direttamente sul pdf, rinominare il file con il proprio nome e cognome e inviarlo debitamente compilato all'indirizzo mail della scuola (trps03000x@istruzione.it) entro e non oltre martedì 19 novembre 2019.**

RESPONSABILE DEL PROCEDIMENTO
MV

Il Dirigente Scolastico
Prof.ssa Luciana Leonelli
*Firma autografa sostituita a mezzo stampa,
ai sensi dell'art. 3, comma 2 del D.Lgs. n. 39/1993*



Parent/Guardian Consent

Thank you for choosing to send your child to UKCE. We know that they will have a great time. Our first priority is your child's welfare and safety. To help us do that we need you to take some time to answer our questions on this form.

Please remember that more detailed policies and procedures can be found on our website at <https://www.ukenglish.org.uk/students-under-18s/>

Neil Harvey

Chief Executive – UKCE

| | |
|--|--|
| Your Childs Full Name: | |
| Your Child's Date of Birth (dd/mm/yyyy): | |

Emergency Contacts

| | | |
|--|--|-----------------------|
| 1 | Your Name | |
| | Your relationship to the child | |
| | Your Mobile Telephone Number (include the country code) | |
| | Your Home Telephone Number (include the country code) | |
| | Your First Language | |
| | Do you speak English? | YES NO |
| | 2 | Name of other contact |
| Your relationship to the child | | |
| Your Mobile Telephone Number (include the country code) | | |
| Your Home Telephone Number (include the country code) | | |
| Your First Language | | |
| Do you speak English? | | YES NO |



Physical

Is your child currently taking any medicines? **YES** **NO**

If **YES**, what is the name of the medicine, and please tell us how and how often it needs to be taken:

Does your child have any allergies that require medication or treatment? **YES** **NO**

If **YES**, what is the name of the medicine, and please tell us how and how often it needs to be taken. Please also tell us the symptoms of her/his allergic reaction:

Does your child require a special diet for medical reasons? **YES** **NO**

If **YES**, please tell us the precise nature of that require diet:

Does your child have any other current physical medical conditions that we should know about?

YES **NO**

If **YES**, please tell us about those conditions and make us aware of what we should know about them:

Mental

Does your child have any other current mental health issues that we should know about?

YES **NO**

If **YES**, please tell us about those issues and inform us of what we should know about them:



If **YES**, is your child currently receiving any medication for those issues? **YES** **NO**

If **YES** to the previous question, what is the name of the medicine, and please tell us how and how often it needs to be taken:

Please note that for any medicines we cannot be responsible for medicines which are not recognized in the UK and which are not clearly labelled in English. Children who need to take prescribed medicines should bring a letter from their doctor **IN ENGLISH**.

If you have not arranged travel and medical insurance through UKCE, please tell us

Name of Your Insurer: _____

Policy Number: _____

Your medical consent

I agree and understand that:

- It may be necessary for UKCE staff or hosts to provide first aid to my child
- Where a medical emergency arises, UKCE will use reasonable endeavours to obtain my consent before any action or medical treatment is administered. However, I understand that where it is not possible to obtain my consent, or where emergency treatment is required, UKCE will act on medical advice and do what it is in the best interest of my child
- Information about my child's medical conditions may be given to selected members of staff and homestay hosts and any other persons or organizations whom UKCE deems necessary. UKCE will always act to protect the data privacy of your child
- I am responsible for any costs that may arise from medical treatment of my child

Your signature: _____

Date: _____



UKCE RULES

To help us run a successful school where each student is treated fairly and equally, there are a number of rules that we expect all students to follow. This is also part of our Safeguarding Policy, which can be viewed online at <https://www.ukenglish.org.uk/ukcesafeguarding2019/>.

The rules presented here are the basic rules and will be covered in the student induction on arrival. Fuller versions of the policy documents that are behind these rules are available on our website at <https://www.ukenglish.org.uk/students-under-18s/>.

Guiding Principle – the safety and security of each student is paramount, and we will act accordingly.

Absence

Students must attend all classes, activities and excursions for which they are scheduled. If a student is unwell, then they may be excused but they will have to be looked after by a member of staff or their guardian. If they are too ill to come to class for that day then their guardian must **phone** or **email** the school to let reception know that they will not be attending their classes.

Behaviour

Students are expected to behave in accordance with School rules and the instructions of responsible adults. They should behave courteously to each other and all adults, showing respect and paying attention to their own safety and the safety of others.

In class, students should:

- Arrive on time for lessons.
- Not eat in classrooms.
- Only use phones in class as directed by the teachers.
- Try to maximise their learning by using English in class.
- Participate in all learning activities.

In general, students should:

- Participate fully in activities, in and out of the classroom.
- Do nothing that risks the health and safety of other students or staff members.
- Follow the instructions of responsible adults at all times.

Abusive behaviour

The safety and wellbeing of each student is paramount, and we expect the full support of all adults and students in ensuring this is so. Abusive behaviour will not be tolerated by any person.

Any person found to be behaving in an abusive manner will be subject to the appropriate disciplinary procedure.

Abusive behaviour may consist of, but is not limited to:

- Verbal abuse
- Harassment
- Bullying
- Actual or threatened violence
- Damage to personal property



Internet Safety

UKCE recognises the potential risks that are posed to students on the internet. The school operates a high level of control on sites that can be accessed. In addition, we will advise all students of these guidelines.

- Don't post any personal information online – like your address, email address or mobile number. Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
- Keep your privacy settings as high as possible.
- Never give out your passwords.
- Don't befriend people you don't know.
- Don't meet up with people you've met online. Speak to a staff member about people suggesting you do.
- Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online.
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to, and tell a trusted adult immediately.

Respect for different cultures

Our school welcomes people from around the world who speak different languages, live in different cultures and have different life experiences. Each of those is equally valid and all children and adults should show the same level of respect to each other, irrespective of their background. Abusive behaviour based on age, gender, colour, race, ethnicity or religion is not tolerated and will be dealt with through the appropriate disciplinary procedures.



Risk Assessment for U18s in Integrated Groups

Potential risks identified

1. In an open group, it is not possible to screen adult students in the same way as staff members, i.e. the UKCE policy of requiring 2 references and enhanced DBS clearance, and providing safeguarding training. This makes contact with unsafe adults a possibility.
2. Although an U18 can be supervised in class by DBS-cleared staff members, there may be moments without supervision such as comfort breaks.
3. Outside of class and off school premises, UKCE does not have a duty of care for U18 students who are based in the UK and have not arranged accommodation through UKCE. However, there is a potential danger for U18s students travelling to and from school – traffic, dark streets at night etc. – to be addressed.
4. U18 students face additional risks, such as getting lost, during the prolonged periods of social trips.

Actions taken to address risks

1. Staff members are fully aware of U18 students on the premises. This is done by clearly marking the U18 status on the class register, and requiring U18s to wear a red lanyard with their ID badge. Staff members are to receive refresher briefings in safeguarding, proven by signing the condensed safeguarding policy, which includes policing appropriate behaviour of other students and reporting concerns to the DSS. The U18 student is also made aware of the DSS, not only through receipt of the UKCE student handbook, but also through explicit pointing out of the DSS available from the UKCE staff sheet on the wall. We **never** allow under 16s to be in the same class with over 18s.
2. It is not practical to have U18s accompanied to the toilet facilities without the group leaders of closed groups. For this reason, the guardian of the U18 confirm their understanding of these potential risks, and the maturity of their child to deal with this independently.
3. U18s are advised of the routes to and from school during induction. U18s must sign in before the beginning of their classes and sign out at the end of their classes. Absences are to be noted immediately and followed up with calls to the next of kin. The guardian's consent form (below) confirms that the U18 has sufficient maturity to travel independently. General information about London, including safety, is included in the student handbook.
4. U18s can only come on social trips if their legal guardian signs a consent form. They cannot bring other U18 guests. Their attendance also depends on the individual risk assessment of the trip in question, and may still be disallowed on a case-by-case basis. Additional measures such as seeing the student to the nearest station are in place.



Parental Consent Form for U18s in Integrated Groups

This is to confirm that I (the parent or legal guardian), have read UKCE's risk assessment and believe that my child has sufficient maturity to travel to and from UKCE alone, to take comfort breaks unaccompanied, and is aware of his/her own allergies or other dietary restrictions and is able to make food choices independently.

Having read the UKCE's risk assessment, this is confirmation that I believe the UKCE's safety measures for U18s to be sufficient.

Name of parent or legal guardian: _____

Signed by parent or legal guardian: _____

Course Participation

The courses in the school is designed to be stimulating and interesting for young people as well as adults, and their participation in their classes is important to ensure that they get the most benefit from their course.

Please read through the section below and then sign your agreement and understanding below.

- I understand that a person aged under 18 is legally a child in the UK
- An official individual photograph will be taken on arrival for UKCE records
- I agree that my child must attend all scheduled classes during the course
- I allow my child to participate in the activity and excursion programme (if relevant to your course) as organised, staffed and supervised by UKCE
- I agree that my child will obey the laws of the UK and, specifically, that they are neither permitted to smoke nor drink alcohol at any time
- I agree that my child has understood the attached school rules – which cover, but are not limited to:
 - Absence
 - Behaviour
 - Abusive behaviour
 - Internet
 - Safety Respect for different cultures
- I agree to make my child understands that failure to comply with the above requirements could result in his/her expulsion from the school without any refund of fees and that liability for repatriation will rest with me
- I understand that UKCE liability (and that of its group companies, officers, directors and employees) is excluded to the fullest extent permissible by law.

Your Name: _____

Your Signature: _____

Date: _____



Local Guardianship

I, _____, the parent/legal guardian of _____, agree to transfer all responsibilities associated with the role of guardian to _____ for the duration of the student's stay in London.

The responsibilities of the guardian are as follows:

- To enforce UKCE's lateness and absence policies and contact UKCE immediately in the event of the student's absence or lateness.
- To regularly check email and phone messages and promptly respond to any correspondence from UKCE.
- To ensure the student is looked after during any periods of time he/she is not at the College.

Failure to comply with these responsibilities may result in cancellation of the student's course.

Signature of parent/legal guardian: _____

Signature of London guardian: _____

Consent for Photography and Filming

We really enjoy running our courses and we like to show other people that everyone is having a good time. With parents' consent we use still and moving images to help other students see what a great time they could have. We would like to gain your approval to show any images taken during the course.

I, the undersigned, agree that images of my child may be used for promotional purposes in the following formats:

| | | |
|--|------------|-----------|
| Still Photographs in Printed Material, e.g. Brochures | YES | NO |
| Still Photographs online, e.g. UKCE website | YES | NO |
| Video online, e.g. UKCE Website | YES | NO |

I give permission to take photographs and / or video of my child as shown above

Full Name: _____

Signature: _____

Date: _____