



ON-LINE PARENTAL PERMISSION FORM

We want to make sure that your child is safe and happy while studying online. To help us, we ask you (the parent or legal guardian) to complete this form for any student aged under 18.

Please note that the student will not be able to start the course until the form is received by LanguageUK.

We, the parents/guardian's consent that our son/daughter can take part in an online language course at LanguageUK.

We promise to keep this information secure and will only give it to people who are directly involved in caring for your child on a need to know basis. We will not pass on any details to 3rd parties to be used in marketing.

1. Personal Details and Emergency Contact Information

To be completed for all students under the age of 18

Student name

Male or Female

Date of Birth

Parent/Guardian 1 Name

Parent/Guardian 1 contact number

Parent/Guardian 2 Name

Parent/Guardian 2 contact number

Email address of parent/guardian

I agree that my son/daughter will attend an online course at LanguageUK and agree that he/she will follow the rules and regulations of the school.

2. Any extra help we need to provide (for example because of a disability):

To be completed for all students under the age of 18

Is there anything else you think we should know?

3. Information for Parents and Carers:

To be completed for all students under the age of 18

All questions on the consent form must be completed and signed by the parent or carer before any child takes part.

Parents and carers must ensure they notify us of any changes to the information given on the form.

Parents and carers must make sure their children are on line 10 minutes before the class starts.

Any lesson a student books and fails to attend for 20 minutes after the scheduled time will be abandoned and will still be deducted from his/her allocation.

LanguageUK online services currently provide:

- individual email accounts for all students
- access to the learning materials, with all reasonable care taken by LanguageUK to monitor and control access to the online teaching and learning services such as using Notebook,
- digital resources and online learning activities
- access to online file storage and sharing services

ONLINE ACCOUNT DETAILS:

STUDENTS FRIST NAME:

STUDENTS LAST NAME:

STUDENTS PREFERRED NAME:

4. Code of Conduct in class: (to be signed by the student)

Although our classroom environment is virtual (online), the standards of behaviour are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behaviour is expected. To ensure that all our students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with LanguageUK staff, and other LanguageUK students, as well as their individual actions.

A breach of the code of conduct may lead to a learner being excluded from the programme of learning.

LanguageUK must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

You should:

- cooperate with others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- turn up to lessons on time

Respect each other's differences

Follow the e-safety policy and agreement when using the internet, social networking sites, mobile phones

report anything that worries or concerns them to Verity Sessions or Claire Roberts safeguarding officers for LanguageUK verity@languageuk.co.uk croberts@languageuk.co.uk

Please note child protection procedures will be followed.

- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

use equipment to be abusive or to cyberbully – for example, by using mobile phones to send nasty messages, taking and sharing photos without permission, sending nasty emails, or “trolling” (leaving unkind comments on a webpage or social network profile).

Sign:

Date:

5. Teachers and Staff:

Please note all our staff and teachers have had many years of experience. They are all DBS Enhanced checked for suitability for people working with children and adults and are all qualified in Prevent and Safeguarding Level 1 to 3.

A **DBS check** is a record of a person's criminal convictions and cautions – carried out by the Disclosure and Barring Service.

6. I agree please tick

Please complete details below

I----- (print name) give my full permission for my Son/daughter to attend online lessons with LanguageUK.

- My child taking part in the stated on line class.
- My child taking part in the stated on line activity.
- LanguageUK keeping a record of this form.
- My child being filmed or photographed during the class.
- Photographs/media recordings may be used for publications or marketing publicity.
- The lessons being recorded (please note recordings cannot be accessed by anyone, only key staff members'.
- Note: if consent is not given, LanguageUK will not use any images taken during the class that contain the child/young person.
- I understand that my child needs to follow the behaviour code and any safety rules so that LanguageUK can keep them and other children safe.
- Do you give permission for your child to have an online account? Yes / No (circle one)
- I agree to and understand the responsibilities my child has using the online services provided at LanguageUK for educational purposes.
- I also understand that if my child breaks any of the rules in the agreement, that LanguageUK may take disciplinary action.

Note: while every reasonable effort is made by LanguageUK to prevent student exposure to inappropriate online content when using LanguageUK Services, it is not possible to completely eliminate the risk of such exposure. LanguageUK cannot filter Internet content accessed by your child from home or from other locations. LanguageUK recommends the use of appropriate Internet filtering software.