

Pre-Arrival Under 18s Information & Parental Agreement			
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Date:

Pre-arrival information for parents of junior students joining MLS International College

Regarding:

Student Name: _____ Student Nationality: _____
Date of Birth: _____ Passport Number: _____

Address: _____

Course	Start Date	End Date	Duration (weeks)
Course Name	Course Start Date	Course End Date	Weeks

We look forward to welcoming your child to MLS International College and are pleased to provide you with pre-arrival details.

As you are aware, there are certain guidelines laid down under law regarding the care of juniors, and we would like to bring these to your attention before your son/daughter arrives.

1. Please be assured that MLS considers the safety and wellbeing of your child with the utmost importance. However, we wish to ensure you understand the nature of the programme you are booking at MLS.
2. Your child is booked on an unsupervised programme in what is a mainly adult environment, where the only contact with MLS is at the College during lesson times and with an MLS appointed homestay. Your child will travel independently around the town.
3. Your child will be free to travel outside of Bournemouth on day trips on their own without your further permissions, as long as they do not stay away overnight.
4. Any child aged 16 or 17 may be integrated in classes with older adult students. Any student under the age of 16 will be placed in a separate closed group, distinct from the rest of the college.
5. If you have not booked a packed lunch as part of your child's programme, he/she will have to buy lunch each day in the town – estimated costs £3.00-£5.00 per lunch. For any child under the age of 16, MLS will invoice for and provide packed lunches directly to your child.
6. Your child will be required to have a UK mobile phone whilst they are studying at MLS College. Phones can be bought in Bournemouth and the approximate cost of a phone is £25.00 which includes £10.00 credit.
7. Your child will have free time in Bournemouth after lessons finish, for which there will be no supervision.
8. If your child participates on an MLS excursion, which can be bought directly at the College, he/she will attend independently. Not all excursions are accompanied by a member of MLS staff. We will assume your child is allowed to attend excursions unless specifically confirmed in writing from you that this is not allowed. For any child under the age of 16 access to MLS excursions will strictly be prohibited unless accompanied by a formal group leader, sent or agreed as part of the programme.
9. Photographs may be taken at MLS as part of our certification and examination procedures. Photos for Marketing purposes may be taken on consent. You may provide your consent below.
10. MLS will store information regarding your child and may need to pass certain information to other authorities including, police, medical services, immigration, university or other educational centres and examination authorities from time to time. MLS stores and processes data under the terms of the Data Protection Act. In signing this form you accept that such information may be stored and shared with appropriate authorities in relation to the care, training and assessment of your child. Our Full Privacy policy is available on our website.

11. For further information on student safeguarding please look at our website <https://mls-college.co.uk/mls-bournemouth/student-services/>. Translated documents are available on our website.

12. Sickness and Medication Policy:

Should your child become unwell during his/her course they will be required to inform us and we will maintain attendance registers accordingly. MLS will advise you if your child misses more than three consecutive days at College due to illness.

We require that you advise us of any medical conditions your child may have or any medicines they regularly take. Details may be provided below.

Should your child experience serious illness or suffer a serious accident whilst at the College every effort will be made to contact the parents. However, if contact is not possible we reserve the right to take whatever action we deem necessary. We ask for parents' authority regarding this and your signature on this form provides acceptance of this. No liability for actions taken by College staff in such circumstances will be held against the College or its employees. All accidents or incidents that occur to a child are recorded and the parent will be notified.

The College accepts no liability for the contraction of any illness transmitted at the College.

13. We attach a copy of pre-arrival information for your child. Please provide him/her with a copy and ensure you are aware of the contents. He/she will also receive a copy once they arrive at MLS. It is important that students are aware of their responsibilities before they leave for MLS and that they adhere to these guidelines.

Would you please sign the form below to confirm you have read the information provided and understand the terms under which your child's stay at MLS is made. Would you then please return the form by fax to us - +44 (0)1202 293846 or by scanned copy e-mail to admin@mls-college.co.uk.

We look forward to welcoming your child and if you have any questions before or during your child's stay, please contact us.

Thank you for choosing MLS.
Mark Henwood
Managing Director

Accommodation

I agree the following accommodation arrangements for my child whilst studying at MLS (please tick the appropriate box)

Accommodation Type	Tick the box you agree.
MLS arranged homestay.	
MLS arranged Student Residence. I authorise my child to live in a student residence arranged by MLS and agree that my child will be responsible for his / her own independent living, including eating arrangements. I accept that students living here will be unsupervised and will need to be sufficiently independent to live alone and to prepare all meals independently.	
I have arranged my own private accommodation for my child and he she will live at the address below:	
Address Details:	

Behaviour

I understand that MLS has a code of conduct as per the MLS Student Handbook and as stated in this document and have notified my child of these. I accept that in the event of serious breach of the code of conduct and subject to MLS' disciplinary procedures, my child may be subject to sanctions which may in extremis include expulsion from the College. In this event I will burden the responsibility of ensuring my child is looked after and will make arrangements at my own expense to return the child home.

This is to confirm I have read and accept the above terms regarding my child's stay at MLS International College.

Name of Parent/Legal guardian 1: _____ Signed: _____

Dated: _____

This letter should be signed by both parents where possible. If only one parent or legal guardian has sole responsibility for the student, please provide documentation to confirm this.

Name of Parent/Legal guardian 2: _____ Signed: _____

Dated: _____

Information for all under 18 year olds studying at MLS International College

Laws you should know if you are under 18 in the UK

- It is illegal for you to buy alcohol.
- It is illegal for you to go into a nightclub, unless there is a special under 18s event – please see Reception for details.
- Some pubs may allow you to go inside if a person over the age of 18 accompanies you but you will not be served at the bar.
- Drugs are illegal in the United Kingdom and if you are found taking drugs you will be asked to leave the College and return home. The police may also take action.
- Sex – it is illegal to have sex under the age of 16 in the UK.
- It is illegal for anyone under the age of 17 to drive a car or motorcycle on a public road. Mopeds of less than 50cc can be driven by anyone over the age of 16 who has a licence and insurance. Everyone that drives a motorbike or moped must wear a crash helmet. You must be in possession of a full driving license recognised by the UK authorities if you drive a vehicle. You must have adequate car insurance in place to drive a vehicle.
- You must wear a seatbelt in the front and back of a car at all times.
- If you are riding a bicycle you must ride on the left hand side of the road and always use lights after dark. A cycle helmet should also be worn for safety.

What does MLS expect from you

- You should attend all lessons. If you are ill and unable to attend please telephone the College as soon as possible.

What you need to know about staying with a homestay

- You must keep in regular contact with your homestay.
- You will return to your homestay every evening for your dinner unless specifically agreed by them.
- If you decide to go out in the evening you will tell your homestay where you are going and what time you will be home.
- 16 and 17 year olds are expected to be home by 21:00 every night. If you will be out later you must speak with your homestay to agree a later time in advance, or phone them to let them know where you are and to agree a later return time. If you have not returned to your homestay by 21:00, or an agreed later time, they may need to contact the police and advise the College. This is for your safety.
- Students under the age of 16 are expected to be home by 18:30 every night in time for dinner. If you have not returned to your homestay by this time, they may need to contact the police and advise the College. This is for your safety.
- 16 or 17 year olds can stay away from their homestay overnight if they have written permission from their parents and the homestay knows exactly where they are staying.
- Students under the age of 16 are not allowed to stay away from their homestay overnight.

Getting to the College and home to your homestay safely

- Your homestay should show you the bus stop you will need to get on at on your first morning and tell you which bus number.
- Ask the bus driver if you are unsure, when you should get off the bus. MLS is situated in the town centre – so you should get off at a town centre bus stop near Hinton or Westover Road.
- The College will show you where the bus stops are for you to get home.
- Try and travel with a friend whenever you can.
- Do not get off the bus unless you are sure it is your stop. Always ask the bus driver if you are unsure.

- Be careful crossing the road. Remember – traffic in England drives on the left side of the road – (look right first).

What can you do in Bournemouth when there is no activity arranged for you?

Here are some ideas:

- The beach
- The Pier – Rock Reef, Pier Zip, amusement arcade, boat trips
- Oceanarium
- See a band at the BIC or a show at Pavilion
- Odeon Cinema Complex
- Laser Quest
- Oasis Fun – bowling, adventure golf, pool table, amusements and American diner
- Shopping
- Cafés
- Parks (Meyrick, or local one to homestay)
- MLS sports activities – see posters on the noticeboards in MLS
- MLS workshops
- MLS self-study rooms

Be careful when you are in the town and away from MLS. Never go anywhere alone – always make sure you are with at least one other person.

If you get lost – don't be afraid to go into a shop and ask. Bus drivers will also assist you if you are worried. You can also telephone the MLS main or emergency number if you need.

For emergencies during college opening hours contact the main college number: (+44) (0)1202 291556

For emergencies when the college is closed contact the MLS emergency number: (+44) (0)7768 094254

For non-emergencies or general questions contact the main college: (+44) (0)1202 291556