

Programme details

Organisation/School name:	Course:
Course duration (weeks):	<input type="checkbox"/> Junior English Programme (homestay)
Course start date (DD/MM/YYYY)	<input type="checkbox"/> Junior English programme (residential)

Personal details

First name*:	Family name*:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Date of birth (DD/MM/YYYY):	Age:	
Country of birth:	Nationality:	
First language:	ID/Passport Number:	
Home address:	Phone/Mobile:	
Country:	Zip/postcode:	
Do you speak English?	Email:	

*Please provide first and family names as they appear on the ID/passport.

Emergency contact details

Name:	Relation to you:
Telephone (main):	Email (main):
Telephone (work):	Email (work):
Do they speak English? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, what language do they speak?	

Additional information

Special dietary requirements:	Halal <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten free <input type="checkbox"/> Lactose free <input type="checkbox"/> Vegan <input type="checkbox"/>
	Other <input type="checkbox"/> Please give details:
Do you smoke?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other allergies	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please specify:	

Declaration and Consent

I give permission to appear in photographs or videos. I understand that these photographs, video or testimonials, may be used in brochures or other publicity materials online or in print, in accordance with Connect English Academy's Data Protection Policy.		<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE
Please carefully read the Accompanying Teacher/Group Leader Contract			
Declaration			
I have read and understood the terms and conditions, and my responsibilities for the Safeguarding of children and young people, outlined in the Connect English Academy Terms and Conditions document.		YES <input type="checkbox"/>	
I certify that all the information given in this contract is accurate and complete, and that inaccurate or incomplete information could be harmful to the student's safety and/or overall wellbeing, and could result in early termination from the Connect English Academy programme.		YES <input type="checkbox"/>	
Signature:	Date:		

Thank you for choosing Connect English Academy (Connect) for your group language travel. We take the welfare of students under the age of 18 (hereinafter called minors) very seriously. This contract will help us clarify responsibility for the well-being of minors during their stay in Cardiff.

***For students under the age of 18 years of age,
Connect promises to:***

1. Be responsible for the welfare of minors while they are in the school buildings.
2. Be responsible for the welfare of minors while on a school-run cultural excursion and supervised social activities, whether or not the group leaders are also in attendance.
3. Provide English language teachers, and activity leaders, with up-to-date CRB / DBS clearance checks.
4. If accommodation is requested, provide a homestay family provided by Connect that meets the British Council requirements for the provision of accommodation for students under 18 years old. Connect will provide families with up-to-date CRB / DBS checks.
5. Provide a person responsible for Welfare and their contact details. An out of school hours phone number will be supplied on arrival, for use in the event of an emergency 24/7.
6. Provide closed-group tuition and not to mix the minors with adult students during lesson times.
7. Provide risk-assessments for any cultural excursion and social activities in which a Connect employee participates.

8. Provide relevant local information to guide group leaders in the safest choice of activities.
9. Allow accompanying teachers/group leaders to visit classes only once per week each, by prior arrangement with the Director of Studies and the relevant class teacher.

Responsible accompanying teachers / group leader agrees to be responsible for the welfare of minors:

1. During the transportation of the students from the country of origin to the UK.
2. During the transportation of the students from a UK airport to the students' accommodation.
3. While the students are not in the school buildings and not on an exclusively Connect-run cultural excursion or social activity.
4. At all times before and after lessons unless the students are on an exclusively Connect-run cultural excursion.
5. At lunch times each day, and at the end of afternoon sessions, and each evening.

Consent forms

The Accompanying teacher/Group leader will send signed parental consent forms to Connect before arrival.

Date:

Signatures of Accompanying Teacher / Group

Leader: