



# Notes for Parents and Guardians

## Under 18 Students

**To be signed by the parent/guardian AND by the student under 18.**

Thank you for choosing CELT Centre for English Language Teaching as the school where your son/daughter will study English. In order to make his/her stay as comfortable as possible, there are some important points which we need to explain to you and to your child before they arrive at the school.

CELT organises courses for students who are 13-17 at our junior centre: students aged 17 can also choose to study in classes at our adult centre with over 18s. However, a parent/guardian must provide written consent for a 17-year-old to study on an adult course.

The welfare of all of our students is important to us, especially students under the age of 18. CELT has a legal duty of care to look after under 18s safely. We have local knowledge and understand the norms and culture of UK life: these will not always be the same as in your country. Some things which are OK in your country are not acceptable in Wales; to help us with this, we want you to be clear about what is expected of your son /daughter during his/her stay in the UK and that you and your son/daughter accept these conditions.

|                                           |  |                                 |                  |
|-------------------------------------------|--|---------------------------------|------------------|
| Student's First Name                      |  | Student's Family Name:          |                  |
| Student's Mobile Number                   |  |                                 |                  |
| Parent / Guardian's First Name            |  | Parent / Guardian's Family Name |                  |
| In the case of emergency, please contact: |  |                                 |                  |
| Home Telephone                            |  | Work Telephone                  | Mobile Telephone |

The above parent/guardian and student understand and accept that:

- Students under 18 must stay in homestay accommodation that has been checked by the school unless suitable alternative accommodation has been made by the student's parents, in which case the school must approve it as part of their duty of care.
- We recommend that on arrival, students under 18 have airport transfers arranged by the school, however, if parents give permission for their child to travel independently, then we will not insist on it, provided the school is given the student's travel details in advance (flight times and numbers), confirmation of how the student will get from the airport to their accommodation and their expected arrival time in Cardiff. We will also need the student's and parents' mobile numbers. When the flight has landed these mobiles should be kept switched on and charged at all times.
- Students must be home by 22.00 on weekdays and weekends (22.30 for 16 and 17-year olds). Please do not ask us to make exceptions.
- Students under 18 are not allowed to visit the student residences.

- Students under 18 must attend all CELT lessons and activities/trips which are part of their programme.
- Lunch for juniors studying at the junior centre at North Road is provided by CELT homestay providers. Lunch is not provided by homestay providers if your son/daughter is 17 and studying as an adult at the adult centre but can be bought from one of the supermarkets / sandwich shops located close to the school. Lunch will need to be provided for any junior studying in the junior centre but living with a family member or friend.
- Students under 18 are required to wear a CELT wristband for ease of identification.
- At times your son/daughter will be unsupervised: please see our Students Under 18 webpage for specific supervision details [www.celt.co.uk](http://www.celt.co.uk)
- He/she is expected to inform his/her homestay in advance if he/she plans to have dinner with friends
- He/she can go out unsupervised at weekends in Cardiff if there is no organised CELT activity.
- He/she must provide written permission from his/her parents in advance if he/she wants to stay out overnight or go on an overnight trip.
- He/she is required to follow the school's ICT policy regarding the safe use of the internet.
- It is illegal to buy cigarettes or alcohol under the age of 18
- Any student under the age of 18 who is found to be consuming alcohol will be disciplined by the school
- It is illegal to get an intimate piercing under the age of 18
- Students are expected to have a mobile phone. If required, we can give the students a free sim card on arrival. The students must give their mobile number to the school, to their homestay and to their parents so that we can contact them at all times. They must have an adaptor and keep the phone charged.
- Students are required to always carry the CELT student card with them as the card has emergency contact numbers. This includes the school emergency number +44 7486 888641
- The parent/guardian must complete an Under 18s Medical Information Form. Students on medication should bring a letter from their doctor written in English with the name of the medicine, the dosage and frequency it should be taken and the condition for which it is prescribed. Students are responsible for the care and administering of their own medication.
- Students and parents/guardians must read the CELT Under 18 Guidelines (or the CELT Adult Guidelines if your son/daughter is 17 and studying as an adult at the adult centre) before the student starts their course and agree to comply with the guidelines.
- From time to time we take photographs of students taking part in school activities. These may be put on the school social media sites or in our promotional materials. Do you give permission for your son/daughter to be in these school photographs?      Yes  No

**CELT will inform you (the parent/guardian) if your son/daughter breaks any of the above rules and that in such a case, you understand and accept that he/she may be sent home. There is no refund of fees in this case.**

*By signing this agreement, we confirm we have read and understood the information and that we accept the conditions.*

**Name of parent/guardian .....Signature ..... Date .....**

**Name of Student ..... Signature ..... Date .....**

