



## English Study Holiday Student Registration Form 2022

Please complete the registration form ensuring that all questions are answered in full.

### Student Details

Full name

Date of birth

Home address

Mobile number

Email address

### 1st Parent/Guardian's Details

Full name

Home telephone number

Home address (if different)

Mobile number

Email address

### About the Student

Have you studied English before?

What are your favourite hobbies and activities?



Does your child suffer from any disability?

Yes

No

Details:

Does your child follow any special diets?

Yes

No

Details:

Is your child currently receiving any medical treatment?

Yes

No

Details:

Does your child have any allergies?

Yes

No

Can your child swim?

Yes

No

Does your child have a valid E111 card?

Yes

No

Please attach a copy of passport/ ID card

Please attach a passport sized photo

### Details of second parent/guardian

Full name

Home address (if different)

Mobile number

Email address



## **Parental consent form for students aged under 18**

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

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

### **Student details**

First name:  
male/female

Family name:

Gender:

Date of birth:

Nationality:

First language:

Passport number:

Passport expiry date:

### **Parents' or guardian's details**

1.

Title:

First name:

Family name:

Relationship to child:

Address:

Mobile phone:

Email:

2.

Title:

First name:

Family name:

Relationship to child:

Address:

Mobile phone:

Email:

## Travel

I give consent for my son/daughter to travel to the UK and study at Lyons Languages.

I agree that my son/daughter can travel unaccompanied:

- to and from Ely at the start and end of their course. YES  NO   
(Over 16s only, if not travelling as part of a group, in which case they will be met at the airport by a member of Lyons Languages staff.)
- between the school and his/her homestay accommodation. YES  NO

## Accommodation

I agree to my son/daughter staying in homestay or other accommodation arranged by Lyons Languages. YES  NO

He/she understands that he/she must comply with the student Code of Behaviour and other guidelines stated in the Student Handbook. YES  NO

If your son/daughter is staying with family members or is in accommodation arranged by yourself, please give full details:

Name of responsible adult in the accommodation:

Date of birth:

Relationship to the child:

Address:

Mobile phone:

Email:

Please see the Homestay Guidelines, in particular those sections regarding safeguarding.

## Leisure activities

I give permission for my son/daughter to go on any trips organised by Lyons Languages and to take part in these activities, under supervision. (Some activities will be supervised by appropriately trained staff at the specific centre, e.g. watersports.)

Ball games YES  NO

Swimming and water sports YES  NO

Canoeing/ kayaking /sailing YES  NO

Adventure sports (high ropes, rock-climbing, abseiling etc.) YES  NO

Group day trips to London, Cambridge and /or any other city/attraction organised by Lyons Languages YES  NO

### **Unsupervised time**

I give permission for my son/daughter to have free time for shopping on trips arranged by Lyons Languages (minimum of two students together) YES  NO

I give permission for my son/daughter to have unsupervised free time in Ely during the time between the end of classes/activities and the time of the evening meal at their accommodation as arranged and agreed by hosts YES  NO

I give permission for my son/daughter to have unsupervised free time in the evening after the evening meal and at weekends as arranged and agreed by hosts, and subject to curfew.

YES  NO

### **Curfew times**

Curfew times are decided and implemented by hosts and agreed with Lyons Languages.

### **Medical**

Please tell us about any problems. If we are not told in advance about a physical or mental condition, we reserve the right to terminate the student's course.

Does your son/daughter have:

- Asthma or bronchitis YES  NO
- Heart condition YES  NO
- Fits, fainting or blackouts YES  NO
- Severe headaches YES  NO
- Diabetes YES  NO
- Allergies to known medicines YES  NO
- Other allergies, e.g. materials, food, plasters YES  NO
- Travel sickness YES  NO
- Bed-wetting/incontinence YES  NO
- Any mental health problems (including eating disorders, hyperactivity) that we should be aware of? YES  NO

Is your son/daughter on regular medication? YES  NO

Does your son/daughter require regular hospital treatment? YES  NO

Does your son/daughter take any medication which he/she will bring with him/her?  
YES  NO

Is there anything else we should know about? YES  NO

If the answer to any of the questions above is YES, please give details:

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In case of minor pain or illness such as headache, mild cold or sore throat, do you agree to your son/daughter being given non-prescription medication such as Paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness tablets?

YES  NO

In case of an emergency do you give permission for a responsible person in Lyons Languages or in their accommodation to arrange medical treatment. Of course, every effort will be made to contact you, the child's parents/guardians, as quickly as possible.

YES  NO

### **Attendance**

Students are expected to attend all scheduled classes and activities and to be in their accommodation at the stated times. If you wish your child to be absent from the course at any time, please contact Lyons Languages directly so that suitable arrangements can be made.

### **Photographs and video clips**

I understand that Lyons Languages may take photographs or video clips of students during class or leisure activities and that these images may be used in Lyons Languages' publicity or on its website, and printed and social media.

I consent for images to be taken. YES  NO

I consent for images to be used in Lyons Languages' publicity.

YES  NO

### **Data protection**

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 during the time when they are enrolled at Lyons Languages; this may include healthcare and welfare professionals. Please also see our Data Protection Policy which is available on our website.

### **Consent**

I confirm that the above details are accurate and complete.

I agree to the terms and conditions.

I have discussed the agreed arrangements and rules with my son/daughter.

Signature of the parent/guardian:

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I have discussed the agreed arrangements and rules with my parent/guardian.

Signature of the student:

.....

**Additional information can be found in our Safeguarding, Abusive Behaviour and Anti-bullying policies, and Student Handbook. If you would like to discuss anything further regarding student welfare, contact Rosalind Lyons (Director in charge of welfare) anytime at [info@lyonslanguages.com](mailto:info@lyonslanguages.com)**

Tel: 01353 610738

Email: [info@lyonslanguages.com](mailto:info@lyonslanguages.com)

Facebook: <https://www.facebook.com/lyonslanguages/>

Website: [www.lyonslanguages.com](http://www.lyonslanguages.com)



# **Terms and Conditions**

## **English Summer Study Holidays**

### **Agreement**

The agreement is made between Lyons Languages Ltd and the student or the person who is booking the course on behalf of a student. In the case of a group, the person who completes the booking will be responsible for the booking as 'group leader'.

### **Bookings and registration**

Details of courses will be stated on our website [www.lyonslanguages.com](http://www.lyonslanguages.com), and individual course brochures. Further information can be requested by contacting us directly by email or telephone. Bookings will be confirmed on payment of the deposit and registration fee.

### **Fees**

A non-refundable deposit of £250 is required on booking to secure a place, together with a registration fee of £25. The balance must be received at least four weeks before the start of the course. Payment is by bank transfer and details will be included in the invoice for payment. Any charges incurred in relation to international transactions will be paid by students or those responsible for payment of fees.

The fee **includes** return transfers from Stansted Airport only (transfers from other airports can be arranged at additional cost); all travel and activity costs and accommodation with a local host family\* (\*accommodation is included with English Summer Study Holidays only).

The fee **does not include** flights, personal travel insurance or optional activities.

### **Amendments, cancellations and refunds**

Requested additions or amendments to an existing group will be carried out if possible. If such changes incur costs for Lyons Languages Ltd, these costs will be charged to the student.

All cancellations must be notified in writing. There is no charge for cancellations eight weeks prior to the start of the course, but after that an administration fee of £100 per person will be charged. Please note: the initial deposit is non-returnable.

If Lyons Languages Ltd should have to cancel the course due to unforeseen circumstances, all payment received up to that point will be refunded.

### **Programme timetable**

A timetable will be sent to all students prior to the start of the course. Lyons Languages Ltd reserves the right to change the schedule if and when necessary.

### **Accommodation**

Students are accommodated with local host families in their homes. Hosts provide breakfast, packed lunches and dinner, and will transport their students to and from daily meeting points as required by the course timetable. We like to offer our students



a private single or double room although some students may request a twin room to be able to share with another student, but this will only be by prior arrangement and agreement with Lyons Languages.

The student's bedroom consists of:

- 1 or 2 full size single beds or a double bed;
- a wardrobe and drawers or other adequate storage facility for clothes;
- a desk and a chair (or made available for the student elsewhere in your home);
- a mirror and adequate lighting.

Students' rooms will be in good condition and heated as appropriate. Clean linens and a towel are provided and changed at least weekly. Students are asked to keep their rooms tidy; however, the general cleaning of the room is the responsibility of the host.

The students have access to the bathroom and laundry facilities as necessary and as agreed with you. Hosts are not required to do student laundry although this is often greatly appreciated particularly by our younger guests. We endeavour to match students with the most appropriate host family, taking into account any stated preferences from students and/or parents.

### **Student conduct**

We expect all visiting students to respect the rules of the school and host families during their stay, and to behave politely and appropriately. All students must comply with the Student Code of Conduct.

Any unacceptable behaviour will be promptly addressed by staff and/or hosts, and in extreme cases the student or student involved will be sent home early. If a student is sent home early, all fees will be non-refundable, and the parents/guardian will have to make arrangements for the student's departure at their own cost. (All students are, of course, expected to abide by English law.)

### **Supervision**

During school activities and excursions, all students are fully supervised. On Sundays and evenings, when in the care of their host families, students are allowed out to socialise, play football etc., at the discretion of the host families and with permission. Students are never allowed to go out alone. See more details in our Supervision Policy which can be accessed on our website.

### **Medical Conditions**

At the time of registration, you must make Lyons Languages Ltd aware of any existing medical conditions and/or any information regarding the student's health. Any other concerns about the student's personal life or general well-being should also be stated where appropriate.

## **Insurance**

For the safety and security of students, Lyons Languages Ltd requests that all involved in the visit take out separate personal travel insurance. This insurance is not included in the price of the Study Holiday and should be arranged prior to the start of the course.

## **Privacy and data protection**

Registration with Lyons Languages Ltd means that you consent to the school storing and using your information. Any personal data that you supply to Lyons Languages Ltd will be held and processed only for the purpose for which it is supplied. We ensure that all personal data is captured, held and processed in accordance with the Data Protection Act 1998. The information you supply will be given to third parties only within the provision of this act. We will request separate permission for the use of students' photographs in our marketing material, website and social media.

## **Complaints**

If you have any complaints or problems, we will do our best to resolve complaints and problems quickly and confidentially. Please see our procedures for addressing complaints in our full Complaints Policy which is accessible on our website.

Rosalind and Siobhan Lyons

Directors

April 2021



Tel: 01353 610738

Email: [info@lyonslanguages.com](mailto:info@lyonslanguages.com)

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