

Welcome information

WELCOME TO FRANCES KING

We are happy to welcome you to the Frances King Family Programme in London. We hope you will all learn a lot and enjoy our city. In order to ensure the safety and happiness of you and your children, please read the following notes carefully.

PLACE OF STUDY

**Frances King School of English,
77 Gloucester Road, London SW7 4SS**

The nearest Underground station is Gloucester Road (Circle, District and Piccadilly lines). The school is a white building directly opposite Gloucester Road station.

Parents and Juniors study at the same location.

ARRIVAL AND FIRST DAY

Please come to **77 Gloucester Road Kensington at 08:00 on Monday morning** for registration.

Adults studying on the programme must do the Frances King online test before they arrive: <https://test.francesking.com>. When the test and registration process have been completed, both adults and children will be divided into appropriate levels and placed into different classes accordingly.

CLASS TIMES

Family Junior Morning: Classes start promptly at 09:00 and end at 13:00, Monday to Friday. If you are not studying, please make sure you are at the school before 13:15 to collect your children.

Family Adult Morning: Classes start promptly at 09:00 and end at 12:45, Monday to Friday.

For juniors aged 6, a parent/guardian must remain in the school during lesson times (unless booked on the adult course). We have a Café on the school 1st floor where parents/guardians are welcome to stay. The minimum age for adult in charge is 21 years old.

EMERGENCY CONTACT

When a child is at our school, an adult guardian must be available at all times in case of emergency. We will ask you for a contact number when you register. Please leave your phone switched on all morning!

Also, we will need to know the details of a contact person inside or outside the UK who can be contacted in case we are unable to contact the guardian in London.

HEALTH AND SAFETY INFORMATION

The emergency number for fire, ambulance and the police in the UK is 999.

The Frances King emergency number is +44 (0)77 6832 5391

1. If your child has a pre-existing illness, allergy or medical condition, or is taking medication, you must inform the school. If your child develops an illness during the stay, please inform the school.
2. Adults will be given a student card – they must carry this card at all times.

It is important that children in our care are looked after safely, are collected and get home safely. For this reason,

- Children aged 13 and under must be taken to school and collected everyday by a parent / guardian.
- Children aged 14 – 16 can travel to and from the classes on their own if we have written permission from a parent / guardian.
- If someone else is going to collect your child you must tell the teacher in the morning when you take them to school or we will not be able to release them to anyone not already authorised to collect them.
- Our staff will not take children home and children should be told not to go home with anyone other than their parents / guardians.

Welcome information

SCHOOL RULES FOR JUNIORS

Children must be well behaved - no chewing gum, no fizzy drinks, no running in the building, no shouting. Children may not use mobile phones during the lesson time, unless asked to by their teacher. Children must not leave the building at any time without their parent / guardian or their teacher. They also cannot leave designated areas within the school without the teacher's permission – e.g. cannot leave their floor, cannot leave the common room in breaks. Please make this clear to your child.

FRANCES KING ACTIVITY PROGRAMME

The children's course will include some supervised trips to local museums during the class times.

We also have a full programme of afternoon activities and families are welcome to participate in suitable events. Please note that children must be accompanied by a parent or guardian if they attend any of these afternoon events. All events begin at 14:15.

ARRIVAL TIPS AND ADVICE FOR FAMILY PROGRAMME STUDENTS

- Please bring a **National ID card** (EEA & Switzerland citizens only) or passport (driving licence are not accepted) for you and your child.
- ALL junior students will be issued with temporary yellow wristbands for their off-site lessons which have the Family Programme contact number printed on them.
- Please return the "Personal Details / Medical and Permission form" by e-mail **BEFORE** the first day of the course. In the exceptional case that you have not been able to email it prior to arrival please bring it to the school. If we do not have this document, it will cause a delay on your first day.
- Please provide **CLEAR** information on the forms, particularly your email and London telephone number.
- On Monday mornings registration at 8am, please come directly to the 3rd floor where the Family Programme staff will welcome you.



- All students will be given a welcome pack containing an activity programme. This will also be displayed in the entrance of the building.
- Teachers are available for you to meet from 13:00 – 14:00 Tuesday to Friday. Please arrange a time with the teacher. The Course Director and the Senior Teacher are available at all times to discuss any issues you may have. Some multilingual assistants are available to assist with translations if needed.
- Children are given breaks every hour. Refreshments are provided, however, please feel free to give your child other refreshments.
- Please provide your child with adequate stationery (pen/pencil etc).

If you have any problems during your stay, please contact us and we will be happy to help you.



Personal Details, Medical and Permission Form

(To be completed by a parent)

Please read and sign the following declaration (2 pages) and email it back to juniors@francesking.com
AT LEAST 2 WEEKS BEFORE ARRIVAL

Junior's Details

| | |
|--------------------------|--|
| FK Student Number | |
| Full Name | |
| Date of Birth (DD/MM/YY) | |
| Dates in Frances King | |

Details of the adult responsible for the junior in London

| | |
|---|--|
| Name | |
| Relationship to the child (e.g. mother) | |
| Phone / Mobile | |
| E-mail | |
| Language | |
| Level of English | <input type="checkbox"/> Zero <input type="checkbox"/> A little <input type="checkbox"/> OK <input type="checkbox"/> Good <input type="checkbox"/> Excellent |

London address

| | | | |
|---------|--|----------|--|
| Address | | Postcode | |
|---------|--|----------|--|

Address outside the UK

| | |
|---------|----------|
| Street | |
| City | |
| Region | Postcode |
| Country | |

Emergency Contact

Parents who are travelling with Juniors: please give another emergency contact which we can use if we are unable to contact you at any time
 Guardians who are travelling with Juniors: please give parents' contact details

| | |
|---|--|
| Name | |
| Relationship to the child (e.g. mother) | |
| Phone / Mobile | |
| E-mail | |
| Address (if different from above) | |
| Language | |
| Level of English | <input type="checkbox"/> Zero <input type="checkbox"/> A little <input type="checkbox"/> OK <input type="checkbox"/> Good <input type="checkbox"/> Excellent |

Please read and sign the following declaration (2 pages) and email it back to juniors@francesking.com
AT LEAST 2 WEEKS BEFORE ARRIVAL

Medical | Please tick the appropriate box:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Does your child have asthma? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does your child have epilepsy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Does your child have any allergies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Is your child taking any medicine? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Does your child have any other medical condition that we should know about? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered yes to any question above, please give us some details.

Permissions | Please tick the appropriate box:

- | | | |
|--|------------------------------|-----------------------------|
| 6. I agree that following an accident Frances King staff may give basic medical help. (NB We will give emergency aid in the event of a serious accident or life-threatening condition, regardless of permissions given here.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. I agree that my child may go on supervised educational/recreational trips during the class time. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. My child is over 14 and I agree to let him/her travel to and from school alone. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. I agree that my child may be photographed or filmed by Frances King staff. I also agree that the photos can be published by Frances King. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Parent name

Parent signature

Date