

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

Quest, 5 Grosvenor Gardens, SW1W 0BD

The nearest Underground stations are Victoria (Circle, District and Victoria lines) and Hyde Park Corner station (Piccadilly line).

Parents and Juniors study at the same location.

ARRIVAL AND FIRST DAY

Please come to **5 Grosvenor Gardens Belgravia at 08:00 on Monday morning** for registration.

Adults studying on the programme can 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 Junior Day School: Classes start promptly at 09:00 and end at 17:00, Monday to Friday. If you are not studying, please make sure you are at the school by 17:00 to collect your children.

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

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.

FAMILY JUNIOR DAY SCHOOL

Students must bring a packed lunch and a travel card for zones 1&2 (not provided by the school).

You can find more information on how to buy a travel card for under 18 years old and the cost on the following link:

<https://tfl.gov.uk/fares/free-and-discounted-travel>

HEALTH AND SAFETY INFORMATION

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

The Frances King emergency number is 077 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.

SCHOOL RULES FOR JUNIORS

Children must be well behaved - no chewing gum, no fizzy drinks, no running in the building, no shouting. 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.

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

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.
- Monday mornings 8-10am you may experience a short delay entering the building due to all new arrivals being processed. For your child's safety **PLEASE BE PATIENT**.
- 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/Trinity Tutor 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).
- Students on our Family Junior Day School must bring a packed lunch and a travel card (zones 1&2).



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? Yes No
- 2. Does your child have epilepsy? Yes No
- 3. Does your child have any allergies? Yes No
- 4. Is your child taking any medicine? Yes No
- 5. Does your child have any other medical condition that we should know about? Yes 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. Yes No
(NB We will give emergency aid in the event of a serious accident or life-threatening condition, regardless of permissions given here.)
- 7. I agree that my child may go on supervised educational/recreational trips during the class time. Yes No
- 8. My child is over 14 and I agree to let him/her travel to and from school alone. Yes No
- 9. I agree that my child may be photographed or filmed by Frances King staff. Yes No
I also agree that the photos can be published by Frances King.

If you would like your child to be considered for the Trinity Spoken English examination at the end of their course, please book and pay at the reception desk on the day of your arrival.

Notes:

- Exams will be held on specific dates subject to numbers, please enquire at reception desk.
- Trinity offered for bookings of 2 weeks+
- Subject to receipt of payment of £135.00

Parent name

Parent signature

Date



Dear Parent or Guardian,

If your child/children is/are studying here for two weeks or more, they have the opportunity to be considered for the Trinity Spoken English Examination.

Trinity's GESE exams test the English speaking and listening skills of people whose first language is not English. Frances King is a Registered Trinity Exam Centre and, when there is sufficient demand, we run exams here on Friday afternoons. The exam focuses on building motivation and confidence in using English and enables students to chart their progress from beginner to proficiency. GESE exams are approved for UK visa or settlement purposes.

The exams take the form of an unscripted conversation with a Trinity examiner, which covers a range of topics and tasks. They are open to anyone aged six or older and are designed to be inclusive and relevant to every learner. If you would like your child to do the exam, please remember to speak to reception to register your interest and pay the £130 fee by Tuesday morning at the latest, as the exams are subject to numbers and so that your child can benefit from the extra tuition and exam preparation provided by us.

If you would like to find out extra information, speak to Maryam Aghili / Jo Love, our Trinity tutors, and/or search for "Trinity GESE exams" in Google.

Yours faithfully

Jo Love
Trinity Tutor
Frances King School of English
5 Grosvenor Gardens
London SW1W 0BD