

**Please read the following guidelines and sign the form confirming that you understand and agree with the school's procedures. Students under 18 cannot start their course unless we have received this completed form.**

The average age of students in our school is 23. We do accept some students under 18, particularly during the summer courses, when the official minimum age is 17. However, since we run full-time intensive courses and because we advertise our school as being suitable for motivated individuals rather than holiday makers, it is important that younger students are comfortable in an "adult" study environment.

**Social Programme**

- Students under 18 are not legally allowed to drink alcohol in public places. At school parties, we give students a voucher which they can use to get a drink at the bar. The vouchers we give to students under 18 are specifically for non-alcoholic drinks.
- Students under 18 can attend the great majority of the social activities arranged by the school. However, very occasionally, if an event is held in a club and members of the public can also attend, then students under 18 are not allowed to go in. In such cases, alternative activities will be offered.
- ELC Bristol may use video or photographs of students for promotional purposes. If you do not want us to use such images of your son/daughter, you must inform us in writing before the course begins.

**Getting home at night**

Bristol is not an especially dangerous city. However, it is a very lively university city with lots of night life so naturally we are concerned about our students getting home safely. We suggest they do not walk home alone, that they walk with other students from the school. If they are not sure which other students live near them, they should ask in the office and we will let them know.

If they prefer to take a taxi, they must call the school taxi company in advance (V Cars - 0117 9252626). If they catch a taxi in the street, it is important that they take a 'licensed' taxi. These have special yellow plates on the front and back indicating that they are licensed by Bristol City Council.

Students should always tell their homestays when they expect to come home in the evenings and if this time changes they should call the family to let them know. They must also always advise the homestays in advance if they are going to miss a meal.

Students under 18 should always come home at a 'reasonable' time. You must discuss this with the homestay family and come to some agreement about what is 'reasonable'. You should be aware that in the evenings students are not always under the supervision of a member of staff.

If a student wants to go away for the weekend or stay out overnight, you must give them your permission and you must inform the homestay family in advance.

\* Please note that students under 18 are not allowed to stay in self-catering accommodation.

**Problems**

If students have a problem in class, they should talk to their teacher. If they cannot discuss the problem with their teacher, they should talk to Mark or Sue (the Directors of Studies). If they have a problem in the homestay, they should talk to the homestay family. If they cannot talk to their homestay, they should talk to Margaret or Andrea as they are in charge of accommodation and welfare. They can also always talk to John Duncan (the Principal) or Andrew Edwards (the Vice Principal) at any time about any problem.

I confirm that I have read the above guidelines and that I understand and agree with the school procedures.

**Signed .....** please print name .....date .....

**Name of student .....** Your relationship to student (eg mother/father etc) .....

**24 hour contact telephone numbers (daytime) .....** (evenings) .....