

STUDENT INFORMATION

Family Name _____

First Name _____

Female Male

Date of birth / /

Nationality _____


E-mail _____

Mobile No. _____

Start date _____

Finish date _____

Number of weeks _____ weeks

English Level Test Result  Level

PRICE

PRICE	1 week	£150
per week	Additional weeks	£140

COURSE & DATE

Course Date	Summer School	Leadership Skills	Global Green
26/06-30/06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/07-07/07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/07-14/07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17/07-21/07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24/07-28/07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31/07-04/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/08-11/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14/08-18/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code of Conduct and Parental Consent

We look forward to welcoming students to our Junior Online Summer school. Before we start we need parents to help with IT setup and logging in to Zoom, parental consent and agreeing to our online behaviour conditions. The information in this form will ONLY be used for delivering the course - we will NEVER disclose this information to anyone outside of Concorde International. Please complete the form below:

1. Your child's first name must be the same as the displayed name in Zoom. You can use a nickname if you prefer but you must specify this here.

2. All students participating in the Junior Online Summer School will need a web camera and this must remain switched on at all times during the lessons.

- Yes, we have a web camera.
 No, we do not have a web camera.

3. Which kind of device will your child use for lessons?

- PC / Laptop Tablet / iPad

4. Recording of lessons - we will occasionally record some lessons for Teacher Training and Development and our Academic Manager will be monitoring the quality of the lessons. These will NOT be published online. Please confirm you accept this here.

- I agree to lessons being recorded for quality purposes.
 I agree to lessons being recorded for training purposes.

5. Please tell us where your child will have their lessons (e.g. living room, study, bedroom, garden, friend's house etc.)

6. Publicity images

We would like to use a few print screen images or video clips for our new brochure. Only suitable images of several children together in classes, selected by our Safeguarding Officer, will be used. Names will be blurred out. Please let us know if you are happy for your child to be included in this.

- I agree for images to be used for publicity.
 I do not wish my child to be included in any publicity.

7. Behaviour

Students in online classes will need to follow similar Classroom rules as they would in a physical classroom. Students agree they will:

- Respect and be kind to all students in the class
 Only speak in English
 Be on time for classes
 Participate and show interest
 Complete any homework set



8. Students must be on time for classes. The teacher will lock the class 10 minutes after the start of the lesson - if students are late they will miss the lesson and have to wait until the next lesson.

- My child will be on time for lessons
- If I have a technical problem with my computer I will send an email to my teacher

9. All lessons will be on Zoom and teachers will share files and documents through Zoom and email.

- I confirm my child has access to the internet
- I confirm that parent / guardian will assist with setting up Zoom when the instructions arrive

10. Special Educational Needs (SEN) (This information will remain confidential and NOT be shared with other students) Please advise if your child has any of the following special educational needs:

- ADHD (Attention deficit hyperactivity disorder)
- Autism
- Dyslexia Dyspraxia
- Emotional / Low esteem / Low confidence
- Hearing / Listening difficulties
- Speaking difficulties
- Other

11. Please provide any additional information about your child which will be useful for the Teacher and Academic Manager:

Methods of Payment

Bank Transfer

Concorde International
 Account No. 54835933
 NatWest Bank
 11, The Parade, Canterbury, Kent, CT1 2DT, England
 Sort Code: 60-04-27
 IBAN No: GB61NWBK60042754835933
 SWIFT / BIC CODE: NWB KGB 2L

Please pay bank charges to cover the cost of the money transfer and send us a copy of the bank transfer

On-line payment

Worldpay
<https://online.worldpay.com/>

Credit Card (VISA/MasterCard/American Express)

Name and address of the Credit Card holder

Credit Card Number:

Expiry date

/

Digit security code

VISA/Master

American Express

Terms & Conditions

Bookings

Zero Deposit for 2023 courses. Book with confidence, pay nothing up to 30 days before course start date.

Cancellations

For course bookings starting within 30 days the following charges apply;

- 29 days – 9 days : 50% course fees retained by Concorde International
- 8 days or less : total course fees retained by Concorde International

Postponement of course

If you have to postpone your course for reasons outside your control, e.g. illness or death of a relative, we will honour your enrolment and reserve your place, we retain your course fees for up to 12 months to take up your course at another time.

If the fees have increased by the time you start your course, the difference will become payable.

IP Service for online courses

Student must have a reliable internet provider to attend the online classes. No refund will be given for missed classes.

Class size

Concorde International class sizes allow for a maximum of up to 8 students in one class.

Your data protection

The information you give to us is only for the purposes of providing you with the required services i.e. course and welfare if applicable.

We promise that your information will not be given out beyond the necessity of these services you have purchased, and will not be given to any marketing companies. Your personal information will be stored securely for the duration of your online course. We will be able to provide you with a copy of your records within 14 days if requested.

Complaints

Should you have a complaint about any aspect of your course or services you have purchased in the booking, we would like to resolve this as quickly as possible to your satisfaction. Please raise your complaint at first with the manager in the school at the time of your course.

If you feel this has still not been resolved, please write to: The Director, Concorde International, Hawks Lane, Canterbury CT1 2NU. You can expect a reply within 14 days of receipt of your letter. This does not affect your statutory rights.

There is no recompense for complaints made after conclusion of the course and departure.