

Minor Parental Consent Form

Our main priority is making sure that our students are happy and safe while studying with us, and that they are receiving the best level of education possible, while also having the time of their life! Therefore, in order to help us make this possible, we ask you (the parent or legal guardian) to complete this form for any student aged under 18 who is enrolled at Gateway School of English GSE. Please note that the student will not be able to start the course until the form is received by the school.

Student details

Name and Surname: _____

Gender: _____

Date of birth: _____ Nationality: _____

First (native) language: _____

Passport number: _____ Passport expiry date: _____

Parents or Guardian Details

PRIMARY POINT OF CONTACT

Name and Surname: _____

Relationship to child: _____ First language: _____

Conversational knowledge of English: Yes No

Address: _____

Mobile number: _____ Email: _____

SECONDARY POINT OF CONTACT

Name and Surname: _____

Relationship to child: _____ First language: _____

Conversational knowledge of English: Yes No

Address: _____

Mobile number: _____ Email address: _____

Travel

I give consent for my son/daughter to travel to Malta and study at Gateway School of English GSE.

PLEASE TICK YES -> YES

I agree that my son/daughter can travel unaccompanied [for students staying in host families within walking distance from school and therefore no transport is required]:

- to and from the host family at the start and end of their course. YES
- between the school and his/her host family YES

Travel from Malta International Airport to [school/accommodation] at the start of the course:

Arrival Details:	Flight no. _____	Time _____
Departure Details:	Flight no. _____	Time _____

Accommodation

I agree to my son/daughter staying in the accommodation as organised by the school:

PLEASE TICK YES IF YOUR CHILD IS STAYING IN THE SCHOOL'S ACCOMMODATION-> YES

My son/daughter understands that he/she must follow the any rules implemented by [school and/or accommodation, where applicable]:

PLEASE TICK YES IF YOUR CHILD IS STAYING IN THE SCHOOL'S ACCOMMODATION -> YES

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

Name of adult responsible for the child in the accommodation:

Date of birth: _____ Identity Card/Passport No: _____

Relationship to the child: _____

Address:

Mobile number: _____ Email address: _____

Curfew times

I agree to the curfew times stipulated below, which shall apply to my son/daughter.

PLEASE TICK YES IF YOUR CHILD IS STAYING IN THE SCHOOL'S ACCOMMODATION YES

Curfew times for students staying at the residence/hotel/host family (exception: not when on the organised school social programme as sometimes activities might finish later) are as follows: Monday to Sunday until 23:30 hrs. in summer (June-September); until 22:30 hrs. in winter.

Leisure activities

I give permission for my son/daughter to participate in any activities or to attend any trips organised by the Gateway School of English GSE and to take part in these activities, under supervision:

General activities (leisure trips and cultural tours) YES

Swimming and water sports/activities (minor must be able to swim) YES

PLEASE TICK YES IF YOUR CHILD IS TAKING THE SCHOOL'S SOCIAL PROGRAMME

Unsupervised time

I give permission for my son/daughter to have free, unsupervised time on any trips or visits as arranged by the school, or at any moment when they are outside of the school grounds,.

PLEASE TICK YES: YES

Medical

Please inform us of any medical issues, conditions or problems which your child suffers from. If the school is not informed about a physical or mental condition in advance herein, it shall reserve the right to terminate the student's course.

Is your son/daughter on regular medication? YES NO

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

Does your son/daughter regularly take any medication? YES NO

Please include any further information regarding the above:

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?

(PLEASE TICK YES) YES

In case of an emergency do you give permission for a responsible person at school to arrange medical treatment? (Of course, every effort will be made to contact parents/guardians as quickly as possible)

(PLEASE TICK YES) YES

Attendance

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

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 the school. This may include external healthcare and welfare professionals.

Consent

We confirm that the above details are accurate and complete. We agree to the terms and conditions listed below.

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

WAIVER OF CLAIMS AND LIABILITY:

I am aware that the directors, management or any staff members of Gateway School of English GSE and the company Netz Educational Services Ltd. and sub-contractors do not accept responsibility for any loss, injury or damage that the person or property of my son/daughter may sustain while in Malta. I therefore agree that neither I nor my son/daughter can ever make any claim to compensation against the directors, management or staff members of Gateway School of English GSE and the company Netz Educational Services Ltd. or sub-contractors hired by the school to provide services in respect of any loss, injury or damage incurred in Malta, whether as a result of negligence or otherwise, and expressly renounce to any such actions for all intents and purposes of law.

Signature of the parent/guardian

ID card no. or Passport No.: _____

Gateway School of English GSE Junior Programme Terms & Conditions

At Gateway School of English we strive to make your English language learning experience with us a memorable one. Your accommodation (homestay or residence), tuition, as well as the social programme (activities), which are all organised by the school, are an integral part of your English language stay in Malta. You are therefore requested to carefully read the guidelines below. Should you require any clarifications regarding any of the below mentioned guidelines/terms please do not hesitate to contact us by e-mail info@english-malta.com

Junior Homestay / Host Family accommodation guidelines:

Students on full board basis are entitled to:

- breakfast – this includes at least fruit juice, cereal, fresh bread or toasted bread, jam, slices of ham/cheese, a hot drink (tea or coffee), and free flow of water;
- lunch – packed lunch consisting of 1 large bread roll, fruit, a sweet dessert (chocolate bar or croissant) and a cold drink (water or fruit juice);
- dinner – consisting of a warm meal, a dessert such as ice-cream or seasonal fruit, and free flow of water.

Special dietary requirements are to be communicated upon booking and confirmed by the school.

Breakfast at host families is served between 7:30am and 8:30am. Dinner is served between 6:00pm and 7:00pm. (always ask your host parents their preferred meal times keeping in mind your timetable and activity programme).

Students are not allowed to use kitchen appliances without the permission of the host parents.

Provision of house keys to students is at the discretion of the host parents.

Students are not allowed to leave the host family after returning home from evening activities unless they ask for permission from the school's staff. Host families will inform the school immediately should students fail to return home after evening activities. Respect your curfew (Monday to Sunday until 23:30 hrs. in summer).

Students are expected to keep their rooms tidy and be considerate when living with host families. Any damages caused by the student will have to be paid for in full before departure.

The school is not responsible for any valuables carried by the student in the event of loss of or damage to such valuables. It is advised that students keep their valuables locked in their suitcase throughout their stay in Malta.

Students are not allowed to invite friends or colleagues to the host family's house without the permission of the host parents. Students cannot organise parties in the host family's home. Excessive noise is not allowed and any disturbance to public peace will result in immediate expulsion.

Most of Gateway's host families provide free Wi-Fi however this is not standard as some host families charge a minimal fee for the use of Wi-Fi. It is recommended that students check the host family details which will be provided to the student upon booking. Any Wi-Fi charge and cost will be included in the host family details.

Host families normally provide a free laundry service for a reasonable number of clothes.

Host parents will show the way to school / school transport pick up point (when transport is needed) to students on the first day of school, as well as the meeting point for activities' transport.

If a student wishes to change his/her host family during his/her stay in Malta for a valid reason, the school will do its best to accommodate the student's request if an alternative accommodation is available at the time. Student wishing to change their accommodation are requested to put forward their complaints by approaching the accommodations manager, a staff member (school's group leader) or group leader (in the case of students travelling as part of an organised group).

Students will be expelled immediately without any warning and sent back home without any refund if they are found under the influence of alcohol in the host family's house or in possession / under the influence of illegal substances. All repatriation expenses will be incurred by the parents.

Smoking is not allowed in host families.

Transport to school and activities:

Those students who live more than 25 minutes walking distance from school will be provided with transport. Always ask your host parents to show you the pick-up/ drop off point. You are requested to be at your pick-up point on school days at 8:15am. Please note that you will need to wait for the bus however the bus cannot wait for you, make sure you are there on time! We always do our best to be there on time however due to heavy traffic during the summer months this is not always possible so please have some patience! At weekends (Saturday and Sunday) you are expected to be at your bus stop at 9:45am (as activities start at 10:00am). Evening activities start at 19:30 and therefore you are expected to be at your bus stop at 19:15.

Junior School Residence (hotel) accommodation guidelines:

All residence rooms include an en-suite bathroom with shower and toilet.

All bedrooms and bathrooms are cleaned every day and bed linen is changed once a week. Towels are supplied and changed everyday.

Only students of the same gender are allowed to share the same room.

Students will be expelled immediately without any warning and sent back home without any refund if they are found under the influence or in possession of alcohol in the rooms or in possession or under the influence of illegal substances. All repatriation expenses will be incurred by the parents.

Smoking is not allowed in the residence.

Students will not be allowed to go around in beachwear while on the residence premises.

Students are not allowed to invite guests in the rooms and are NOT ALLOWED to congregate in each other's rooms. Excessive noise is not allowed and any disturbance of public peace will result in immediate expulsion.

Furniture in bedrooms cannot be moved. Any damage caused to furniture will have to be paid for in full before departure.

Curfew times for students staying at the residence/hotel (not when on the organised school social programme) are as follows: Monday to Sunday until 23:30 hrs. in summer.

Failure to comply with both curfew times as well as the rules of the residence will result in immediate expulsion.

Meals:

- breakfast is buffet and consists of tea/coffee, variety of bread (toasted or fresh), variety of cereals, variety of hams and cheese, milk, butter, jam and other spreads, variety of juices and fruit and free flow of water;
- packed lunch consists of 1 large bread roll, fruit, a sweet dessert (chocolate bar or croissant) and a cold drink (water or fruit juice);
- dinner is also buffet with a choice of starters, main course and desserts as well as free flow of water.

Meal times: Breakfast between 7:30am – 8:30am; Dinner between 6:30pm and 7:30pm.

Transport from the hotel:

Buses leave for school Monday to Friday from the hotel at 8:30am. You will meet the school's group leaders at the hotel reception who will show you the way to your bus. Please make sure you are ready on time for departure to school. Late arrivals may be left behind.

For weekend trips (Saturdays and Sundays) buses leave from the hotel at 10:00am. Please make sure you are at the hotel's reception by 9:45am and the school's group leaders will show you the way to your bus.

Leisure / Social Programme guidelines

Students are accompanied by school group leaders during all activities. There is 1 group leader assigned to every 15 students.

A fully licensed guide is provided during cultural excursions and visits to historical attractions.

The school reserves the right to make changes to the leisure programme due to weather conditions or any other reasons beyond its control. If an excursion has to be replaced by another excursion, the school will inform the students and/or the group leader leading the group at least 24 hours before the excursion, and another excursion of an equivalent price will be provided instead.

Students are requested to be punctual for excursions and to be at meeting points at the appointed times. Late arrivals will be left behind and no compensation will be provided to students who miss excursions.

Students are requested to follow the group leaders' instructions when on school organised activities.

The school will not be responsible for damage or loss of students' possessions during activities.

The school ensures that all operators/suppliers of activities (such as transport, boat companies, attractions etc.) are fully licensed by the relevant authority and are fully covered by an insurance policy. The school always keeps a copy of the most recent insurance policy as well as a copy of the license.

Those students who do not have a prepaid activity programme can sign up for activities during break at the Junior Centre/School.

Timetable for activities:

SUMMER: Departure from school Monday to Friday ALWAYS at 1 pm for those students having 20 lessons per week (those having Intensive English Classes 30 lessons per week departure from school is at 14:15 (right after classes finish)

Weekend (Saturday and Sunday) activities (departure from hotel/homestay at 10:00am)

ALWAYS CHECK THE TIMETABLE OF ACTIVITIES GIVEN TO YOU BY THE SCHOOL ON ARRIVAL AND COPIES OF THE ACTIVITY PROGRAMME CAN BE FOUND ALSO ON THE SCHOOL'S NOTICE BOARDS.

Please make sure you bring your beachwear to school every day.

Pick up / drop off points for evening activities: please check with your group leaders for pick up / drop off points for activities depending on the location of your host family.

Pick up / drop off for students staying at the Junior Residence (Hotel) is always at the main entrance of the hotel.

Tuition guidelines

An academic manager is always present on the school premises during classes and students are encouraged to discuss any academic matters with the manager on site. Should a student wish to change the level he/she is encouraged to approach the academic manager. After discussing the matter with both the student as well as the teacher the academic manager will give the consent to the student to change his/her group. Students are not allowed to change class unless they have the permission from the academic manager.

The school is to be informed of any special needs or learning difficulties of students prior to arrival.

The maximum number of students per class is 17.

Course material is provided by the school however students need to bring with them writing material i.e.pens and paper.

Teachers have a right not to accept students in class if they are more than 15 minutes late.

If a public holiday falls on a weekday, lessons will not be recovered on other days; however students will be given a free beach trip activity in the morning as a form of compensation.

Students are encouraged to participate in lessons. Students who disrupt lessons will not be accepted in class and will be reported to the academic manager who will take necessary action.

Students are advised to walk around the school premises decently dressed. Walking barefooted & beachwear is not permitted.

Damages caused to premises or the school property will have to be paid for in full by the student before departure.

Students will receive an attendance certificate at the end of the course stating the level at which the course was taken, the corresponding CEFR level, start and finish dates of the course and total number of lessons. These certificates are approved by the ELT Council within the Ministry of Education in Malta as GSE is a fully licensed European educational institution. Licence no. 241/MB 08

General Terms & Conditions:

Medical Emergency

In the event of medical treatment being required by the student during his/her stay in Malta (as in the case of illness or injury), the parents shall give full consent to the school to decide on the best medical treatment/care for the student, as deemed most appropriate by the school based on advice from local medical professionals. It is strongly recommended that the student has an adequate insurance policy that covers all medical expenses and related costs such as transport to and from hospital and assistance by the school's representative/staff. Students who are non EU citizens must be covered by an adequate medical insurance which would cover hospital inpatient treatment costs.

Booking terms

Please use the enrolment form provided by us for booking. Your booking with the school is binding as soon as you receive the Letter of acceptance guaranteeing your course and accommodation. As a rule, you will receive confirmation of your booking within the next working day.

Payment Terms

Bookings received directly from students are subject to a 25% non-refundable deposit. The outstanding balance must be paid at least 4 weeks before the student's arrival. Payments may be effected either by bank transfer or by credit card (credit card payments are subject to a 5% surcharge). Bank account details may be found on the client's invoice.

Gateway School of English

No. 1, Triq il-Jonju, San Gwann (St. Julians), Malta.

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Cancellation Policy

All cancellations must be made in writing and are subject to the following:

- There are no cancellation fees if the cancellation is received earlier than four weeks prior to arrival.
- In the case of cancellations made less than four weeks prior to arrival there is a cancellation fee of 50% of the tuition and accommodation fees.

Liability

The school will not be held liable for loss, damage or injury to students or their property.

Complaints

In the event of a dispute between an individual student and the School, procedures are in place to facilitate the resolution of the dispute. Any complaint should be first made to the GSE School Principal. Each complaint will be fully investigated. If the matter is not resolved the student should complain in writing during the duration of the course. GSE cannot be held liable for any complaint received after the student's departure.

Photography & Filming

Students may be filmed and photographed during classes and activities and photos can be published on social media sites of the school as well as promotional material. If you do not wish to be filmed or photographed please inform the person taking the film/photo.

Force Majeure

GSE is not liable in the event where it is unable to fulfil any service to which it is contractually bound because of fire, natural disaster, unusual adverse weather conditions, acts of government, labour disputes or other reasons which are outside its control.

The parties agree that this agreement shall be construed and interpreted in accordance with Maltese Law, and that should there be any dispute, this shall follow it in the exclusive jurisdiction of the Malta Arbitration Centre.