

Mayfield Grammar School Gravesend

A Specialist Science and Language College
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Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk

Headteacher: Mrs E Wilson B.A. (Hons)

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15 February 2019

Dear Parents/Carers,

Re: Year 8 Intensive Learning Study Camp in China – July 2019

The Institute of Education and MEP project team have informed us that they are now in the process of booking flights and that city allocation and dates will be confirmed once flights have been booked for all schools participating in the Year 8 MEP Intensive Learning Study Camp.

In order to finalise these bookings, our colleagues at the Institute of Education will require the following forms and documents:

1. **Annex 8 and Annex 9 – Parental Consent Form and Consent Form;**
 - a. retain pages 1-3 for your information;
 - b. fully complete pages 4-7 and return to Mr Lobo or Ms Yang.
2. **MMSG Code of Conduct for Students on Residential / Overseas School Visits**
 - a. retain page 1 for your information;
 - b. fully complete pages 2-3 and return to Mr Lobo or Ms Yang.
3. **A clear photocopy of the photo page of your daughter's passport**
 - a. please ensure that your daughter's passport is valid for at least 6 months after our return from China (i.e. 20th January 2020);
 - b. a clear photo of the photo page can be sent to my email address below instead if you are not able to make photocopies at home.

All above documents must be completed and returned to either Mr Lobo or Ms Yang by **Friday 1st March 2019.**

Please could you also ensure that any outstanding payments for the total trip cost of £700 are paid by Friday 1st March 2019. Payments can be made via SCOPAY or directly to the Finance Office.

If you have any concerns or questions, please email me at loboj@mgsg.kent.sch.uk.

Yours faithfully,

Mr J Lobo
Subject coordinator (German / MEP)



Parental Consent Form

Mandarin Excellence Programme: Residential Course in China

Consent Form

Information for parents and students

In order for us to arrange the visit to China as part of the Mandarin Excellence Programme, you will need to provide the information set out in the table below.

Data protection

Please note that for the purposes of UK data protection legislation, the Department for Education will act as the data controller in respect of the information that you provide. This means that the Department for Education is responsible for determining how the information is used.

As you may be aware, the Department for Education works with University College London (UCL) and the British Council to deliver the Mandarin Excellence Programme in schools.

If you have any questions about the use of the information that you provide, please do not hesitate to contact us, UCL using the information in the 'Contact details' section below.

How will the information be used?

The information that you provide will be used to arrange travel, teaching, accommodation and other aspects of the trip to China, and to help ensure your child's safety during the visit.

Data protection legislation requires data controllers to establish a legal basis for using personal data for particular purposes. The legal basis for using the information that you provide is consent, as parents and students have chosen for the student to attend the course in China.

Who will have access to the information?

This data will be shared with the following organisations in order to arrange the visit:

- UCL;
- the British Council; and
- the Chinese partner institution for the Mandarin Excellence Programme, Confucius Institute Headquarters (Hanban)
- Hanban partner institutions accommodating/hosting the students at one of the following:
 - Beijing Foreign Studies University
 - Beijing Language and Culture University
 - University of International Business and Economics, Beijing

- Xihua University, Chengdu
- Shandong University, Jinan
- Yunnan University, Kunming
- East China Normal University, Shanghai
- Shanghai Foreign Language School
- Shenyang Normal University
- Xi'an International Studies University

Please note that the transfer of the information to China is necessary in order to arrange the course.

The British Council, Hanban and local host institutions will be primarily responsible for arranging the visit and they will work with the accompanying UK teachers to look after students during the visit.

What safeguards will be put in place when the information is transferred to China?

The Department for Education, UCL and the British Council wish to ensure that your information is kept safe.

The European Commission has made "adequacy decisions" in respect of certain countries outside the European Economic Area (EEA), which means that in the Commission's view, those countries offer adequate levels of protection for personal data without the need for any additional measures to be put in place. Please note that no such adequacy decision is in place in relation to China. Data protection law also sets out specific measures such as entry into standard contract clauses which may be used when transferring personal data to countries outside the EEA. It has not been possible to put any such measures in place in these circumstances. This means that your personal data may be subject to a lower level of protection when transferred to China than it currently has in the UK.

By providing the information in the table below, you are explicitly consenting to the proposed transfer of the data to China.

For how long will the information be stored?

The information will be stored by each of UCL, the British Council and the Confucius Institute (Hanban) until 31 August 2019. If a situation arises where the information is required to be retained for longer you will be informed.

What rights do I have in respect of the information provided?

You have the right under data protection law to:

- Request access to the personal data that is held about you;
- Request the rectification or erasure of that data;
- Restrict or object to the ways in which your information is processed; and
- Ask for your information to be provided to you in a structured, commonly used and machine-readable format, and for that information to be transferred to another data controller.

Please use the contact details below if you have any questions about the exercise of these rights.

Your right to make a complaint

If you are unhappy with the way in which your personal data is treated, please use the contact details below.

You also have the right to make a complaint to the Information Commissioner's Office. They can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Contact details

If you have any questions or would like to discuss any of the points raised above in further detail, please use the contact details below:

(a) UCL:

data-protection@ucl.ac.uk

UCL's Data Protection Officer is Lee Shailer, contactable at data-protection@ucl.ac.uk

(b) Mayfield Grammar School, Gravesend

Mr Rob Neil, Accordio, Data Protection Officer for Mayfield Grammar School

Email: rob.neil@accordio.co.uk

Student Information required: Name:

Information required	Response
Student's Family Name (as Passport)	
Student's First Name only (as Passport)	
Student's Middle Name	
Gender (M/F)	female
Title (e.g. Mr Mrs Ms Miss)	
Next of Kin Name	
Next of Kin Telephone Number	Home: Work: Mobile:
Emergency contact telephone details and telephone number (if next of kin is unavailable)	Name: Relationship to child: Home: Work: Mobile:
Name of School	Mayfield Grammar School, Gravesend
Child Fare? (Student or teacher)	STUDENT
Dietary request Code (for flight only)	
Dietary requirements/ special needs	
Passport Number (as Passport)	
Nationality (as Passport e.g. British)	
Date of Birth (as Passport e.g.20/02/89)	
Passport Expiry Date (as Passport e.g.10/12/08)	
Country of Residence (e.g. GBR)	
Country of passport issue	

Medical information required

Doctor's Name	
Doctor's Telephone Number	
Details of any known special dietary requirements.	
Details of any known allergies.	
Details of any medical condition and treatment required.	
What type of pain/flu relief medication may your child be given if required?	
Date of your child's last tetanus injection.	
To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from any illness in the past 4 weeks that may be contagious or infectious?	YES/NO delete as appropriate
	If yes, please give details.
Has your child been receiving treatment or counselling for any emotional or psychiatric condition? (Please note: having a condition may not exclude your child from participation, but accurate information is necessary to ensure their safety and proper support.)	YES / NO delete as appropriate
	If yes, please give details.
Has your child had any recent injuries? Injuries?	YES / NO delete as appropriate
	If yes, please give details.
Any other special needs, requirements, directions, that it would be helpful for us to know about.	

Declaration

Consent

I hereby give consent to my child to take part in the above mentioned visit to China.

The British Council

I agree that my child will be under the authority of the British Council organising team.

Child protection

I have been made aware that the British Council has a child protection policy and is committed to ensuring the safety of my child by having the following documents:

- Staff code of conduct;
- Recruitment policy;
- Speaking out policy;
- Risk assessment;
- Disciplinary procedures; and
- A designated person for child protection

Medical information

I will inform the organising team if there are any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given between the date this form is signed and the beginning of the visit.

Medical treatment

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, considered necessary by the medical authorities present.

Confirmation

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in the event and travel to all activities.

Signature

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in the visit and travel to all activities.

Signature of Parent/Guardian	
Print Name	
Date	

UCL Institute of Education

Consent form for use of photographic images

I hereby give consent for the use of my child's photographic images to be used in any Institute of Education or British Council publication related to the Mandarin Excellence Programme. This includes image or video content published on any UCL IOE or British Council website or social media platform, promotional leaflet and in a UCL Institute of Education feature or advertisement appearing as part of an external publication or website.

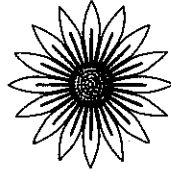
I understand that the UCL Institute of Education retains copyright of all images.

Student Name:

Parent/Guardian Signature.....

Printed.....

Date



MAYFIELD GRAMMAR SCHOOL GRAVESEND

CODE OF CONDUCT FOR STUDENTS ON *RESIDENTIAL/ OVERSEAS SCHOOL VISITS*

For Parents and Students: Please read carefully, complete in full and return to the trip leader prior to departure

Students must remember that they represent the school whenever they are in public, especially when they are in school uniform. If they are pleasant, quiet and courteous, people will think well of them and the school. If they are noisy, rude, or get in people's way, they will show themselves in a bad light and give the School a poor reputation.

At no time will students be allowed to leave the group on their own.

If they are given free time, they must always return to the meeting place promptly and register with the leader. They must never be late.

Students must always be aware of traffic and take particular care when crossing the road, especially when in a group.

Students must never drop or leave litter. They should keep it until they find a bin.

Students must not chew gum, smoke, drink alcohol or take banned substances.

Students must be aware that vandalism or shoplifting would have very serious consequences for themselves, their parents and the school.

On a visit abroad students must not bring tobacco products or alcohol or banned items through the customs. They must not bring anything through the customs for somebody else.

Students must always remain seated on coaches and mini-buses whilst travelling and must not move from their seats until told to do so by a member of staff and must wear their seat belts at all times. Students must adhere to coach company policy.

Students are responsible for their own property on all visits and journeys and must ensure that their property is marked in an appropriate manner with their name/postcode.

Students must respond to staff instructions appropriately at all times and adhere to the regulations set up for specific trips.

Valuables will not be the responsibility of the school. If mobile phones are brought they will only be used with staff approval, in accordance with the school e-mail/internet policy. I-pods etc brought on curriculum trips can only be used in free time as directed by staff.

We reserve the right to withdraw your daughter/son from a school trip if he/she is involved in any serious breach of discipline at any time prior to the departure of the trip. Please note that in such a situation the deposit would not be refunded.

MAYFIELD GRAMMAR SCHOOL GRAVESEND

Please complete and return this form to:- Mr Lobo or Ms Yang
By Fri 1 March 2019

Student Name: Form
Visit to: Mandarin Excellence Programme – Intensive Learning Programme, China
On: July 2019

For the Parent(s)/ Carer(s)

I understand my daughter must comply with the School's Code of Conduct. In the event of my child requiring emergency treatment and the Headteacher (or her representative) being unable to contact me, I give consent for the accompanying member of staff to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the wellbeing of my child.

Medical information we should be aware of for this trip:

Emergency telephone number(s):

Parental/Guardian name: (block letters)

Parental/Guardian signature:

Permission to attend: *Please note if parents are no longer living in the same family home and/or are estranged we will require signatures from both parents. Please ask your daughter to request a second letter or pass this slip to the other parent whichever is more convenient, please tick box below to indicate if this is appropriate:*

Other parental/guardian signature (if appropriate):
.....

or

Please send 2nd letter to: (Name & email or indicate below how we should act)

.....

For the Student

I agree to abide by the Code of Conduct and understand that appropriate sanctions will be taken if I break this agreement.

Signed: Date:

Mobile Number:

Details of student

Medical details (please include any medical information you think we may need to know e.g. medication being taken, allergies etc.)

Fit for long distance international travel

The IOE has asked us to confirm all students are fit for long distance travel. Please tick the statement below to confirm this.

I/we confirm my/our daughter is fit for long distance travel

***please note, if your daughter has a medical or dietary issue, you may be required to provide a doctor's letter confirming she is fit to travel.*

Parental signature:

Dietary information (please include all information you think we may need to know e.g. Vegetarian? Vegan? Food allergies)

Passport: NOTE

Please ensure your daughter's passport has a minimum of 6 months remaining until expiry on her return from China. In May IOE will provide visa invitation letters, at this point you will need a valid passport to accompany your daughter's visa application.