PDVL OVERSEAS ADVISORY

Consent forms for off-site activities

A guide for parents of students joining City College Plymouth (CCP). There are two parts.

PART 1

College trips and activities

Trips and activities organised by the College.

- Parents complete and sign it **before your child arrives**.
- Your child hands it in at **induction on Monday**.
- One form covers all College trips.
- No form means your child cannot join College trips.

PART 2

Independent overnight stays

For independently arranged overnight stays of up to 5 consecutive days, which the college and the host family must review and authorise. Day trips do not need Part 2.

1. Parents complete and sign the form.
2. Your child gets the host family's approval: the host writes "approved" at the top and signs. If the form is electronic, the host emails it to CCP: that is their electronic signature.
3. Once approved, send it to the CCP International mailbox: **international@cityplym.ac.uk**
4. Send it **at least 2 working days before** the stay. Late forms are not approved.

One form can cover several stays you already know about. A new stay needs a new form. Over 5 days: CCP decides case by case.

Who goes in the contact boxes (both forms)

CONTACT DETAILS
The student's parents or guardians.

ALTERNATIVE EMERGENCY CONTACT
The student's host parents in the UK.

STUDENTS IN HALLS
A trusted person, ideally in the UK. A friend is fine.

Tip from PDVL: you may be in a different time zone, so please sign and send early.

PDVL OVERSEAS ADVISORY

Step by step: the two consent forms

A guide for parents of students joining City College Plymouth (CCP).

PART 1 Before your child arrives: College trips and activities

1 Fill in Part 1
Parents or guardians complete every section, including health, diet and GP details, and sign the declaration.

2 Fill in the two contact boxes
Contact details: the student's parents or guardians. **Alternative emergency contact:** the host parents in the UK. For students in halls: a trusted person, ideally in the UK.

3 Sign it and hand it in
Your child hands it in at **induction on Monday**. One form covers all College trips. Without it, your child cannot join College trips.

PART 2 Each independent overnight stay

For overnight stays that the College has not organised, up to 5 consecutive days. Day trips do not need Part 2.

4 Talk it through with your child
Discuss any medical, wellbeing or safety points before the stay.

5 Fill in and sign Part 2
Parents complete and sign it. One form can cover several stays you already know about. A new stay needs a new form.

6 Your child gets the host family's approval
The host writes "approved" at the top of the form and signs. If the form is electronic, the host emails it to CCP: that is their electronic signature.

7 Send it at least 2 working days before the stay
Once the host family has approved it, send it to the CCP International mailbox: **international@cityplym.ac.uk**

8 CCP approves
Only forms received at least 2 working days before the stay can be approved. Late forms are not approved. For stays over 5 days, CCP decides case by case.