

Dear Parent/Guardian,

The British Council upholds a **Child Protection Policy** which seeks to protect all children under the age of majority. In this respect, if your child is **under 18years** of age, your signature is required to approve him/her sitting their **Cambridge Examinations** at the **British Council venue** under British Council staff supervision.

The British Council venue staff is responsible for the supervision of your child inside the examination venue only for the duration of the exam. Unfortunately since this is not our building we cannot be responsible for your child apart from during the exam itself. It is therefore your duty as parent/guardian to ensure the safe arrival to and departure from the examination venue as per the time indicated on the timetable.

If your child has special needs, kindly inform the British Council prior to the examination as we can only assist in special arrangements for the duration of the exam if we have been informed in writing and have time to make the necessary preparations.

Children or teenagers aged 11-17 years should only be permitted to leave the premises alone if parental consent to this has been given in writing. Otherwise, they must be collected by the parent or by a person for whom the parent has provided written authorisation.

We ask that you sign the slip below, attach it to the application form and submit to British Council offices.

Regards,

British Council

Examination Services Department.

I.....being the **parent/guardian** of.....
Candidate Numberwho is sitting for **his/her Cambridge Assessment international Education Examinations**, agree that my child takes these examinations with the British Council at the British Council venue, under the British Council venue staff supervision.

I understand that the British Council will supervise my child at the examination venue only for the duration of the exam, and that it is my responsibility to ensure that my **son/daughter** arrives and departs from the venue safely at the indicated time.

I understand that the British Council will not be held liable for any accidents if I do not comply i.e. I do not collect my child at the stated pick up time.

Should your child be suffering from an illness during the exams period, the British Council will immediately contact you.

I understand that the British Council is only able to arrange any special arrangements my child may need during the examination upon written request prior to the examination date.

Signature.....

Date.....

Contact Number.....