

API Horizons

Parent/Guardian and School Consent Form

Effective from: 10 August 2026

Future review: August 2027

Aspirational – Purposeful – International

This form records consent relating to the provision of tutoring and educational support by **API Horizons**, including communication with schools, use of photographs or recordings, and testimonials.

Consent is optional and can be withdrawn at any time by contacting API Horizons. Refusing consent for optional uses will not affect a student's access to tutoring services.

1. Student Details

Student name: _____

Date of birth: _____

School (if applicable): _____

Parent/guardian name: _____

Email address: _____

Telephone number: _____

2. Sharing Information with the Student's School

Where appropriate, communication between API Horizons and a student's school can support effective tutoring. This might include sharing information about:

- areas of study and curriculum content;
- academic progress and areas requiring further support;
- targets and priorities for future lessons;
- relevant assessment or examination information; and
- other information reasonably necessary to coordinate the student's educational support.

API Horizons will only share information that is relevant and proportionate to the educational purpose concerned.

Parent/Guardian Consent

Please tick as appropriate:

☐ **I consent** to API Horizons communicating with my child's school and sharing relevant information about their tutoring, progress and educational needs.

☐ **I do not consent** to API Horizons sharing information with my child's school, except where disclosure is required by law or necessary for safeguarding purposes.

If consent is given, API Horizons may communicate with the following person(s) or department(s):

Name/role: _____

School email (if known): _____

Any limits on the information that may be shared:

3. Photographs and Video

API Horizons may occasionally wish to use photographs or short video recordings relating to tutoring, educational activities, events or programmes.

No photograph or recording of a student will be used for promotional or public-facing purposes without appropriate consent.

Please indicate separately whether you consent to each use:

☐ Photographs/video for **internal records or educational purposes**

☐ Photographs/video on the **API Horizons website**

☐ Photographs/video on **API Horizons professional social media**, such as LinkedIn

☐ Photographs/video in **brochures, presentations or other promotional materials**

☐ **I do not consent** to photographs or video of my child being used for any of the above purposes.

Where reasonably practicable, API Horizons will avoid identifying a child by full name alongside a publicly used photograph.

4. Testimonials and Feedback

API Horizons may invite parents/guardians, students or schools to provide feedback about their experience of its services.

Providing a testimonial is entirely optional. A testimonial will not be published without consent.

Parent/Guardian Consent

If I provide a testimonial, I consent to its use:

- ☐ On the API Horizons website
- ☐ On API Horizons professional social media
- ☐ In brochures, proposals, presentations or other promotional materials

Please indicate how you are happy for a testimonial to be attributed:

- ☐ Anonymously
- ☐ First name only
- ☐ Parent/guardian of a student, without names
- ☐ First name and general description, for example: *“Sarah, parent of an A Level student”*
- ☐ Other: _____

I do not consent to my child’s full name being used in a testimonial unless I give separate, explicit permission to do so.

5. Student Testimonials

Where the student is under 18, API Horizons will seek appropriate parent/guardian consent before publishing a testimonial provided by the student.

- ☐ I consent to API Horizons using a testimonial voluntarily provided by my child, subject to the attribution choices below.
- ☐ I do not consent to publication of testimonials provided by my child.

If consent is given, the testimonial may be attributed as:

- ☐ Anonymous student
- ☐ First name only

☐ General description only, e.g. *“Year 13 Spanish student”*

☐ Other: _____

6. Parent/Guardian Declaration

I confirm that:

- I am the parent/guardian of the student named above and have authority to provide the consents indicated on this form;
- I understand that the optional consents above are separate from the provision of tutoring;
- I understand that I may withdraw or change my consent at any time by contacting API Horizons;
- withdrawal of consent will not affect processing or use that was lawful before consent was withdrawn; and
- safeguarding, legal or regulatory requirements may require API Horizons to share information without consent in certain circumstances.

Parent/guardian name: _____

Signature: _____

Date: _____

School Consent / Information-Sharing Section

To be completed where a school commissions, refers or formally supports the tutoring arrangement.

7. School Details

School: _____

Contact name: _____

Role: _____

Email: _____

Telephone: _____

8. Information Sharing

The school confirms that, where applicable, it is authorised to communicate with API Horizons regarding the student and to share information reasonably necessary for the provision of educational support.

The school agrees that relevant communication may include:

- ☐ Curriculum and schemes of work
- ☐ Assessment results and academic progress
- ☐ Learning targets and areas for development
- ☐ Examination arrangements and relevant deadlines
- ☐ Relevant educational support information
- ☐ Other: _____

The school should not provide API Horizons with special-category or otherwise sensitive personal information unless it is necessary and there is an appropriate lawful basis for doing so.

Nothing in this section prevents either the school or API Horizons from sharing information where necessary to fulfil safeguarding responsibilities or legal obligations.

9. School Testimonials and Publicity

Where the school voluntarily provides a testimonial, please indicate whether API Horizons may use it:

- ☐ On the API Horizons website
- ☐ On professional social media
- ☐ In brochures, proposals and presentations

The school may be identified:

- ☐ By school name
- ☐ By the staff member's name and role
- ☐ By role only
- ☐ Anonymously
- ☐ Other: _____

Use of the school's **logo, branding or photographs supplied by the school requires separate permission** unless the school has expressly authorised such use.

10. School Declaration

I confirm that I am authorised to complete this section on behalf of the school and that the permissions indicated above accurately reflect the school's consent.

Name: _____

Role: _____

Signature: _____

Date: _____

Withdrawal of Consent and Data Protection

Consent may be withdrawn or amended at any time by contacting **API Horizons**.

Personal information collected through this form will be handled in accordance with API Horizons' Privacy/Data Protection Policy and applicable UK data protection legislation, including the **UK GDPR** and **Data Protection Act 2018**.

Withdrawal of consent does not affect the lawfulness of processing carried out before withdrawal. Where material has already been incorporated into printed materials or otherwise cannot reasonably be recalled, API Horizons will cease new use or publication as soon as reasonably practicable.

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