



# Kingsmead School

## Guardianship Policy and Agreement

## **Kingsmead School Guardianship Policy and Agreement**

### **Policy introduction**

Kingsmead School welcomes students from all over the world and our international students are part of a diverse community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to our international students. Our pastoral system means that all international students are effectively supported as they integrate into School life. **All international students are required to have a Guardian whilst studying at Kingsmead.** Guardianship provides another means of support for an international student whilst they are in the UK, and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed and it may be impractical to travel home. As the person with shared delegated parental responsibility, the role of guardian complements the requirement of Housemasters and Housemistresses to act in 'loco parentis'. Effective partnership between staff concerned with pastoral care, parents and guardians will safeguard the welfare of international students. Some parents choose to appoint a family friend or relative, but where this is not practicable professional guardians can be appointed using reputable, and ideally accredited, guardianship agencies.

### **The purpose of a Guardianship Policy**

- To provide the parents of international students (and the Guardians they appoint) with a clear explanation of the school's expectations relating to educational guardianship.
- To provide the parents of international students with a clear explanation of the responsibilities of the Educational Guardian they appoint.
- To make known to the parents of international students that the school reserves the right to determine the acceptability of arrangements made for their son or daughter when they are residing out of School; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements
- To provide a pro-forma for the registration of an educational guardian.
- To provide details on how communications between the School, international parents and educational guardians will operate.

### **Guardianship Requirements**

- It is the primary responsibility of the parents to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. Kingsmead School may be able to provide details of agencies or individuals who have acted as guardians to students from the School in the past, but we do not recommend any specific agency or individual. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.
- The appointed Guardian may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency.
- The appointed person must be over 25 years of age and should not be a full-time student.

- The designated Guardian should have a permanent or semi-permanent place of residence in the UK and ideally should reside within two hours travelling distance from the School, by either car or public transport.
- They should be English speaking and able to provide a point of contact for the School at all times.
- To liaise with the School over Half-Term and Bank Holiday Weekend arrangements, including informing the School about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing, at least one week prior to departure or arrival.
- To provide accurate contact information (including telephone/mobile, email and full address contact details) to the Kingsmead School Admissions Office and later to regularly update this information as necessary.
- A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- If Guardians are going to be away from their UK home, for however short a time, they must notify the appropriate Housemaster or Housemistress. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians are expected to attend Parents' Evenings and School events, where possible. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School. (Please note that End of Term reports can be sent to Guardians at the request of parents)
- To be familiar with the School's rules, regulations and policies and to support Kingsmead School's aims and values.
- To ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- A change of Guardian must be communicated promptly to the School in writing, providing all necessary details in order to facilitate continuous care.

### **Appointing an Educational Guardian**

- Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the School is satisfied that appropriate Guardian arrangements are in place
- Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students.

Please see their website for further details: [www.aegisuk.net](http://www.aegisuk.net)

### **Kingsmead School Guardianship Agreement:**

Name of the Student ( <i>as it appears in their passport</i> ):	
EITHER - If using a Guardianship agency, please provide name of agency below.	
OR - If using a Guardian who is a personal contact, please provide details below.	
Title:	
First Name:	
Surname:	
Address:	
Postcode:	
Landline Number:	
Mobile Number:	
Email:	
Relationship to Pupil:	

Signature of Guardian:	
Dated:	

I/we have read the Kingsmead School Guardianship Policy and agree to the appointment of the above Guardian. I/we recognise that in certain circumstances, the School may need to share specific pupil information with Guardian (such as pupil records, reports, examination results, correspondence with parents etc).

Name of Father: ( <i>please print</i> )	
Signature of Father:	
Dated:	

Name of Mother: ( <i>please print</i> )	
Signature of Mother:	
Dated:	