



# **WHOLE SCHOOL EDUCATIONAL GUARDIANSHIP POLICY AND AGREEMENT**

This policy was adopted on:	01.09.16
Policy Last reviewed on:	29.06.22
Person/Body reviewing:	Registrar/HLC/THM
Date of next review (except in the case of relevant legislation):	01.08.23
Published	ISI/NMS/Staff/Parents/Guardians

Pupils whose parents reside overseas are expected to enter King's School Rochester as boarders, and are to remain a boarder throughout their time at the school unless alternative arrangements are agreed with the Principal.

It is a requirement that the Parent(s) or Legal Guardian(s) residing overseas appoint a Guardian to care for their child whilst in the UK and to whom they will delegate temporary parental responsibility. If parents fail to appoint a Guardian in advance of the pupil's arrival at the school, the school has the right to refuse admission of that pupil.

It is the responsibility of the parents to satisfy themselves as to the suitability and availability of a prospective Guardian. From September 2022 any Guardian appointed must be:

- a) accredited by AEGIS (The Association for the Education and Guardianship of International Students) or;
- b) an immediate family member or family friend that meets the school's guidelines.

The Guardian appointed must also:

- a) be a resident in the UK and live at a suitable proximity to the School;
- b) speak English and be capable of providing care for the child in a home environment as would a reasonable and responsible parent;
- c) they should not be living in student accommodation;

The parent is responsible for assessing whether the Guardian is suitable, and that adequate safeguarding measures have been carried out.

The Education Guardian is responsible for the pupil in times of emergency and must be contactable at all hours if such a situation arises. The Guardian is also responsible when the pupil is residing with them, and will need to be available to care for the pupil and make decisions as appropriate.

The Education Guardian and Parents must all sign the King's School Rochester Education Guardianship Agreement (see page 5 & 6) prior to the pupil commencing their studies at the School and any changes to the Guardian arrangements must be notified to the School immediately. The school is entitled to assume that the appointment of a Guardian remains in place until parents notify the school of a change of guardianship.

Guardians are asked to make arrangements for travel. They must inform the school and keep us updated with any changes that may occur. Term dates are provided a year in advance and we ask that they are adhered to. Where travel arrangements cannot correspond with the beginning or end of term, Guardians are kindly asked to request permission for early leave or

late arrival from the Deputy Head Pastoral. We ask that Guardians communicate such information to the Housemaster/ Housemistress at least two weeks in advance of the pupil's arrival or departure.

At times, boarders need to be away from school (for school trips and university open days for example). At such times, the Guardian will be required to assist either to give consent to a trip or visit, to arrange travel, or to provide care. In the first instance, the Guardian should discuss plans and confirm arrangements with the boarder's Housemaster/Housemistress.

The Guardian, in liaison with parents, must work with the school to organise suitable care arrangements should a boarder need to isolate or be quarantined.

Good and regular communication between the boarding house and the Guardian is integral to ensure boarders are well cared for and kept safe at all times whilst in the UK.

The School has the right of refusal of a Guardian if we do not have the confidence in the Guardian's ability to fulfil the role.

The Guardian may appoint another responsible person to act, temporarily, as Guardian during absences on holiday or in the event of the Guardian being indisposed. The school and parents must be updated immediately with all contact details if such a situation arises.

### **Guardian Guidelines**

All pupils who have parents not resident in the UK are required to have a UK based Guardian who will be a responsible adult over the age of 23 years. They must speak English and live within easy travelling distance of the school.

The Guardian, in liaison with the parents, must work with the school to organise suitable care arrangements should a boarder need to isolate/ or be quarantined.

The Guardian must accompany the pupil when they first arrive at King's School Rochester.

We confirm that the Guardian:

- is a responsible adult over 23 years of age;
- speaks English;
- is a UK resident living within easy travelling distance of the school and does not reside in student accommodation;
- is capable of providing care for the child in a home environment as per the terms of the Educational Guardianship Policy;

We confirm that the Guardian will be responsible for the following where the parents are unable to act:

- be available 24 hours a day as an emergency point of contact for the school in place of the parents;
- arrival at the school at the correct time;
- departure at the correct time;
- hosting the pupil if arrival or departure time falls outside of opening and closing hours in the boarding houses;
- ensuring the pupil has access to a current bank account prior to joining the school;
- assisting the pupil with the purchase of a UK mobile / SIM card, if required;
- notifying travel and holiday arrangements at least two weeks before the commencement of the holidays;
- travel arrangements to and from school, for holidays including suitable care arrangements;
- all holiday and half term break accommodation;
- providing written authorisation for any weekends to be spent out of school;
- providing accommodation and care in the event of a pupil having to leave the school temporarily during term time;
- visiting the pupil each half term and attending parents' evenings;
- liaising with the school regarding academic and co-curricular progress;
- supporting the pupil with any visa issues whilst in the UK;
- registering and organising visa and fingerprint registration with the Police;
- to appoint another responsible person to act, temporarily, as Guardian during absences on holiday or in the event of the Guardian being indisposed. The school must be updated immediately with all contact details if such a situation arises.



## EDUCATIONAL GUARDIANSHIP AGREEMENT

Pupil Name: .....

Parents' Names: .....

Guardian's Name: .....

Relationship to Child: .....

Address of Guardian: .....  
.....

Guardian contact telephones:

Home. .... Work. .... Mobile. ....

Guardian's email address: .....

We confirm that the Guardian:

- is a responsible adult over 23 years of age;
- speaks English;
- is a UK resident living within easy travelling distance of the school and does not reside in student accommodation;
- is capable of providing care for the child in a home environment as per the terms of the Educational Guardianship Policy;

We confirm that the Guardian will be responsible for the following where the parents are unable to act:

- be available 24 hours a day as an emergency point of contact for the school in place of the parents;
- arrival at the school at the correct time;
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- hosting the pupil if arrival or departure time falls outside of opening and closing hours in the boarding houses;
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- visiting the pupil each half term and attending parents' evenings;
- liaising with the school regarding academic and co-curricular progress;
- supporting the pupil with any visa issues whilst in the UK;
- registering and organising visa and fingerprint registration with the Police;
- to appoint another responsible person to act, temporarily, as Guardian during absences on holiday or in the event of the Guardian being indisposed. The school must be updated immediately with all contact details if such a situation arises.

We understand that King's School Rochester has no liability for any costs for any of the above.

The School has the right of refusal if it does not have the necessary confidence in the Guardian's ability to fulfil the role.

Signed

Father ..... Date.....

Mother ..... Date.....

Educational Guardian ..... Date.....

**PLEASE PROVIDE A COPY OF THE GUARDIAN'S PASSPORT WITH THIS COMPLETED FORM.**