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KING EDWARD'S SCHOOL WITLEY

www.kesw.org

Dear Parent

Attached are details of King Edward's School's requirements regarding guardians, for all pupils whose parents are not resident in the U.K. For overseas pupils attending King Edward's for a period of less than one year, it may be desirable to have a less intensive guardianship arrangement. This should be discussed with the agencies, some of whom will be able to tailor a package to suit your needs.

Although we do not recommend any particular agency, we give below a list of those which have been used by existing parents and about whom we have received positive comments:-

- Guardians Are Us
(well-known to the school and run by a former parent)
Tel. 00 44 (0) 1276 66732
Fax 00 44 (0) 1276 62613
Email: guardiansareus@btinternet.com
- UK2Learn
(well-known to the school and run by a former parent)
Tel. 01483 425500
Email: suziemackie@gmail.com
Mobile: 07787 556963
- Bright World Guardianships
Tel. 00 44 (0) 1273 835745
Fax 00 44 (0) 1273 831295
Email: info@brightworld.co.uk

If I can be of any further help please do not hesitate to get in touch.

Yours sincerely,

KING EDWARD'S SCHOOL WITLEY, GODALMING, SURREY GU8 5SG

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President: HRH The Duchess of Gloucester, GCVO

Registered Charity No. 311997



King Edward's School requirements re: Guardianship

Our pastoral system is very strong at King Edward's School and we set great store by ensuring that effective arrangements are made with regard to educational guardianship. The Boarding School Association puts it thus:

'For many from abroad, their guardian is their parents' representative in this country, essential in times of crisis or need for support and advice, available not only to the pupil but also to the School as a proxy for the parents who cannot be contacted for whatever reason. For others, their guardian is the person with whom they stay during school holidays and exeats when it is not practicable to return home. The educational guardian has a clear pupil welfare role, bridging between parents, pupil and School.'

'An educational guardian is not a child's legal guardian in the sense of 'parent or guardian'.

Following the **Children Act (1989)**, the **Protection of Children Act (1999)** and the **Care Standards Act (2000)** King Edward's School requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf. Arrangements for this should be made by the parent.

During the term time the school is legally responsible for each pupil's welfare, and undertakes parentally delegated responsibilities. However, there are times (e.g. exeats, half term holidays, or when a child is suspended by the School etc) when the School must be able to hand over these responsibilities to a properly appointed guardian.

The guardian may be a nominated friend of the family, or another family member to whom the parent is happy to delegate the role, but whoever it is does need to be aware and fully accepting of the requirements that we have of guardians acting on behalf of pupils. (see later note) The Guardian must have these specific responsibilities delegated to them by the parent and must be willing and able to comply with them. The School requires the parent to put in writing the responsibilities that they have delegated to the guardian and the guardian or agency to put in writing that they accept those responsibilities (see pro formas 1 and 2, the Guardians nomination and the Guardian Agreement.)

Guardian Agencies:

The most common need for a 'professional guardian' comes from those parents who spend a significant amount of time out of the country, or from those who are entirely resident outside the UK. In such circumstances and where neither family nor friends live close enough to take on the role, you may need to make use of the services of a guardian agency.

The role of and Individual Guardian or Agency:

In general terms an 'individual guardian' or 'Agency' will be expected to do all or some of the following, depending on the specific agreement made with the parent:

- Provide a 24 hour point of contact for parents, pupil, school (and host family if applicable)
- Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
- Provide pastoral and educational support.
- Liaise with the school and parents over holiday and exeat arrangements.
- Inform the school in writing about all details of travel arrangements made prior to the pupil leaving school for an exeat weekend or for a longer holiday period. The school must know the exact details of pupil's accommodation and the methods of transportation.
- To communicate with Housemaster/Housemistress on a regular basis regarding the welfare of the pupil.

Individual guardians/agencies should adhere to what is commonly regarded as best practice in guardianship. This includes having in place a proper agreement with the pupil's parents as to what the guardian's responsibilities are.

If a pupil does not have a guardian when required to by the school, or the appointed guardian is considered to be unsuitable by the school, the school will invite parents to find a new guardian. Should parents fail to do so they will be required to make adequate guardianship arrangements.

Please note that the choice of guardian is entirely the responsibility of the parent and the school accepts no legal responsibility for any guardianship arrangements. The school does however expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

Please ensure that both pro forma documents are completed and returned to the Admissions Office in time for your child's first term at King Edward's School.

John Attwater
Headmaster

(This form is to be completed by the individual guardian or by the guardianship agency and returned to the Admissions Secretary before the start of the child's first term at King Edward's School)

Guardian's Agreement

Full Name of Pupil.....
(block capitals)
House

Name and Address of Guardian or guardianship agency (block capitals):

.....
.....

Tel. (Home)..... **(Work)**.....

(Mobile)..... **Email**.....

I agree that the duties of an individual guardian/agency include the following responsibilities:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate my son/daughter in case of an emergency or crisis or in the unfortunate event of their being suspended from School.
2. To collect and deliver pupils to and from airports at half terms, beginnings and ends of term.
3. To collect pupils from School for the exeat weekends/half term holidays/longer holidays and to provide an appropriate degree of care and supervision during that time.
4. To make suitable alternative arrangements if unable to accommodate my son/daughter.
5. To be involved in each and every arrangement for my son/daughter when residing away from school, for example when visiting the family of another pupil or friend.
6. To communicate all such travel details in writing with the Housemaster or House mistress and to provide all necessary details prior to my son/daughter leaving school for longer holidays.
7. To be ready to attend important parents' conferences or other important meetings at the School on my behalf.
8. To communicate with Housemaster or Housemistress on a regular basis regarding the welfare of my son/daughter.

I confirm that as the appointed Guardian of the above named pupil I undertake the responsibilities listed above. I am over 25 years of age and reside in the UK. I am not a full time student living in accommodation provided by another educational institution.

Or:

I confirm that the above named agency will undertake the responsibilities listed above. The agency will provide the above named pupil with guardians who are over 25 years of age and reside in the UK. The agency will not use as guardians students who live in accommodation provided by another educational institution.

I accept the School's terms and conditions regarding my appointment as guardian/guardianship agency.

Name:..... **Signature**.....

Date.....

(This form is to be completed by parents and returned to the Admissions Secretary before the start of the child's first term at King Edward's School.)

Parental Nomination of Guardian/Agency

Full Name of Pupil.....
(*block capitals*)

House

Name and Address of Guardian or guardianship agency (*block capitals*):

.....

.....

Tel. (Home)..... (Work).....

(Mobile)..... Email.....

The above named person/agency is authorised by me to undertake the following responsibilities for my son/daughter throughout the time that they are attending King Edward's School, or until I authorise that the situation has changed:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate my son/daughter in case of an emergency or crisis or in the unfortunate event of their being suspended from School.
2. To collect and deliver pupils to and from airports at half terms, beginnings and ends of term.
3. To collect pupils from School for the exeat weekends/half term holidays/longer holidays and to provide an appropriate degree of care and supervision during that time.
4. To make suitable alternative arrangements if unable to accommodate my son/daughter.
5. To be involved in each and every arrangement for my son/daughter when residing away from school, for example when visiting the family of another pupil or friend.
6. To communicate all such travel details in writing with the Housemaster or House mistress and to provide all necessary details prior to my son/daughter leaving school for longer holidays.
7. To be ready to attend important parents' conferences or other important meetings at the School on my behalf.
8. To communicate with Housemaster or Housemistress on a regular basis regarding the welfare of my son/daughter.

I confirm that the above named person is over 25 years of age, is resident in the UK and is English speaking. This person is not a full time student living in accommodation provided by another educational institution.

Or

I confirm that the above named agency will provide my son/daughter with a guardian who is over 25 years of age, resident in the UK and is English speaking. This person will not be a full time student living in accommodation provided by another education institution

I also undertake to notify the School in writing of any change of guardian or of guardianship agency and to provide contact details of the new guardian or agency.

I accept the School's terms and conditions regarding the appointment of a guardian for my child.

Name:..... Signature(s) (1).....

Date..... (2).....