



# ROEDEAN

## MOIRA HOUSE

### Appointing an education guardian Information for parents and prospective guardians

#### Introduction

Roedean Moira House welcomes pupils from all over the world, and our international girls are part of a community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Our pastoral system means that all international pupils are actively supported by a wide variety of staff as they integrate into school life. However, it is also necessary that girls have another adult, based in the UK, who can provide them with practical and emotional support while they are studying here. The strong pastoral care that Roedean Moira House offers depends on an active partnership between the school, parents and education guardians, with lines of communication that are open and easy. In this way concerns can be discussed as soon as they arise and good news shared quickly.

#### Requirement for an education guardian

The school requires parents who live outside the UK or who are away from home frequently or for long periods of time, to appoint an education guardian who lives in the UK as a permanent resident. This forms part of the parent contract and no girl who requires an education guardian will be permitted to begin or continue studying at Roedean Moira House without one. A girl may be excluded from the school until appropriate education guardianship arrangements are put in place.

#### Responsibility for appointing an education guardian

Responsibility for the appointment of an education guardian rests solely with parents. Parents should satisfy themselves that any person they appoint as an education guardian is both suitable and prepared to undertake the role, and that appropriate safeguarding checks have been carried out.

#### Who may be an education guardian?

The decision as to who to appoint as an education guardian should be considered very carefully by parents to ensure the best possible support for their daughter. The relationship between the school, parents and education guardian is a critical one: for the pupil to thrive and her welfare to be safeguarded it is especially important that this relationship is strong, positive and trusting. Parents should feel confident that their chosen education guardian will exercise the same degree of caution and demonstrate the same level of care as a responsible parent would. Parents often appoint an older family member, family friend, or other responsible adult living in the UK. A university student living in student accommodation **may not** act as an education guardian and the school strongly recommends that an education guardian should be at least 25 years old. Parents may choose to use the services of a guardianship agency. The school does not recommend any particular guardian agency. However the school recommends the use of The Association for the Education and Guardianship of International Students (AEGIS) who inspects and accredits guardianship providers in the UK and works to promote the welfare of international students, and is able to provide additional information, help and

contacts on its website ([www.aegisuk.net](http://www.aegisuk.net)). Parents should ensure that they are happy with the services provided and the agency fees before making any such appointment.

#### Responsibilities of an education guardian

As a person with shared 'delegated parental responsibility' the education guardian performs a role which complements the requirement of school staff to act in loco parentis.

- Live within 2-3 hours of Roedean Moira House School. If the education guardian's address is outside of the South East of England it must be approved by the school
- Provide safe and suitable accommodation, appropriate care and supervision during periods when the pupil cannot be accommodated at school. These include:
  - (i) Some days before and after term if the pupil's flight to/from the UK does not coincide with the school term dates and times
  - (ii) The half term holiday
  - (iii) Exeat Weekends
  - (iv) If the pupil has been ill or injured and needs to recuperate away from school
  - (v) If the school requires a pupil to leave for disciplinary reasons or because the school determines it to be in the pupil's best interest
- Escort the pupil to and from school, including journeys to and from UK airports (for pupils in years 7-11 inclusive, Sixth form pupils may travel unaccompanied with permission from their parents)
- Accept responsibility for making arrangements if the pupil's flight is delayed or is at a time outside of school opening hours
- Be responsible for dealing with any travel documents, passports and visas that may be required
- Provide full details of any alternative accommodation/host family on any occasion when the pupil will not be staying with the education guardian
- Liaise with the school in connection with matters related to health, welfare and educational progress of the pupil. This includes arranging and attending medical appointments for the pupil, and providing consent for the pupil to receive emergency medical treatment if necessary
- Attend a variety of school functions, especially including Parents' and Guardians' Evenings when the academic staff are present to discuss academic progress, as well as sports fixtures, concerts and other special events in which the pupil is participating
- Provide the school with up to date contact details and notify the school of any changes.

#### What to do next

If you have not already done so, please discuss your expectations and those of the school with your proposed education guardian in order to satisfy yourself that s/he is willing and able to carry out the role on their behalf. Once you have appointed a suitable education guardian please notify the school using the online form.