

## Key responsibilities of a Guardian

### **1. Exeats & Half Terms**

Guardians will need to organize/provide accommodation if it is not possible for the pupil to return home. Pupils may stay at school during Exeat weekends. There is a small charge for this to contribute to the costs of food and activities. In addition they should ensure that travel to and from the school is arranged to the satisfaction of both parents and the school. Given prior notice the school can arrange taxis and train tickets.

### **2. Parents' Conferences**

These are important annual meetings at which the Headmaster addresses all Parents/Guardians and pupils within a particular year group. Teaching staff are available to discuss progress and other important matters, such as subject choices and Higher Education. Where overseas parents are unable to attend it is recommended that Guardians do so in their place.

### **3. Administration**

During the course of any term there are usually a number of letters and invitations (e.g. to plays, House events, concerts) sent to parents/guardians either by post or via the pupils themselves. To avoid delay it may be appropriate for Guardians to deal with these communications in consultation with the parents. Provided that the school receives notification from parents, Guardians may be put on the school mailing list to receive their own copies of items of information that are sent out by the school.

### **4. Illness**

In case of serious illness or injury to a pupil it may be necessary for the Guardian to liaise closely with the school Medical Staff and to act as a communication link with parents. In addition it is occasionally necessary for a pupil to spend a short time at home in convalescence and the Guardian would need to make the necessary arrangements.

### **5. Disciplinary Matters**

If a pupil is suspended from school for disciplinary reasons they need to be collected at short notice. Under these circumstances, which are fortunately rare, the Guardian may need to take responsibility for travel arrangements and accommodation. They may also need to be present at any relevant meetings with the Headmaster or House Staff.

If parents authorize Guardians to take responsibility for their sons or daughters in additional ways, or have issued the Guardian with a specific set of instructions outlining their responsibilities in more detail, please ensure that the school has a copy of these.

House staff very much value the commitment, care and concern of Guardians and we hope that Guardians will always feel welcome to attend both school and House events.

Please do not hesitate to contact the School if you have any queries or concerns regarding Guardianship arrangements at Giggleswick.