

<b>Pupil's Name</b>	
<b>Name and Address of *Guardian or *Guardianship Organisation</b>	

<b>Home Tel</b>		<b>Work Tel</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Guardian Age</b>		<b>Relationship to Pupil</b>	

I understand the duties of a guardian to include the following responsibilities undertaken on behalf of the overseas parents:

- 1 To be available to accompany the pupil to medical appointments as and when necessary and to accommodate and look after the pupil in an emergency – such as an accident or illness.
- 2 To accommodate the pupil for half-term and bank holidays, unless appropriate alternative arrangements have been made in advance.
- 3 To attend school commitments as requested by House Staff and to meet Staff in order to discuss the pupil's progress as required.
- 4 To liaise routinely with the School regarding any important matters relating to the child and maintain regular contact with parents.
- 5 To provide written details in advance of any arrangements for weekend leave or to visit another family. Boarding staff will then only allow visits and weekend leave to those approved persons.
- 6 To provide written details in advance of any travel arrangements made prior to a child leaving the School for a weekend or a longer holiday period. The School must know the exact details of the pupil's accommodation and methods of transportation. Please note that pupils must be under the supervision of an adult over the age of 25.
- 7 To confirm weekend leave arrangements by the Thursday before a weekend. Pupils are required to complete a 'Weekend Leave Request Form' which is processed by the Housemaster/mistress and must be confirmed by the Guardian.
- 8 To request permission in writing to the Housemaster/mistress if a pupil is required to leave earlier or return later from a weekend leave or longer holiday.
- 9 To notify House Staff of flights home and transport arrangements. Flights should be booked at least half a term in advance with details being given to the Housemaster/mistress.
- 10 To appoint, with the approval of the overseas parents, another suitable adult to undertake the guardianship responsibilities, should the Guardian need to be out of the country or be otherwise indisposed, and inform the School of any such appointment. The appointee must meet the requirements as set out in this document.
- 11 To undertake parentally delegated responsibilities clearly specified in an agreement between myself, as guardian, and the overseas parents in order to promote and safeguard the welfare of their child at all times whilst in the UK.

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 within 2 hours travelling distance from the School. I am not a full-time student living in accommodation provided by another educational institution.

I accept the School's conditions regarding my appointment as guardian. **The overseas parents have arranged to settle any fees incurred directly with me.**

<b>Guardian Name</b>		<b>Signature of Guardian</b>	
<b>Date</b>			

I hope the following information will help you to understand the School's policy regarding the guardianship arrangements for overseas pupils which is in line with the Children Act 2004, the Protection of Children Act 1999, the Care Standards Act 2000 and the Childcare Act 1999. Royal Russell School, in promoting and safeguarding the welfare of every boarding pupil, including those over the age of 18, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf.

The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

We include copies of the necessary forms for you and your nominated guardian or guardianship organisation to sign and return to us once a firm arrangement has been made.

### **School's Guardianship Requirement**

During term time, the School is legally responsible for each pupil's welfare and undertakes parentally designated responsibilities. However, there are times (eg weekend leave, May bank holiday weekend, half-term breaks, or if a pupil is suspended, excluded by the School or unwell, etc) when the School must be able to hand over parental responsibilities to another adult – the appointed Guardianship organisation/Guardian, unless alternative arrangements have been made in advance.

**It is essential that a guardian is nominated before the pupil joins Royal Russell School and that we are advised of the guardian's name, address, and contact details BEFORE THE PUPIL JOINS.**

**We may be unable to accept pupils on to the campus if we do not hold up-to-date Guardian details.**

### **Parental Responsibility**

The choice of a guardian is entirely the responsibility of the parent and the School accepts no legal responsibility for any guardianship arrangements. However, we do require the arrangements to be satisfactory and to meet our expectations as set out in this document.

If the School considers that the guardianship requirements are not being met or that the appointed guardian is unsatisfactory, the School will invite parents to find a new guardian. Should parents fail to do so, they will be required to use an AEGIS accredited organisation to make adequate guardianship arrangements.

**It is the parents' duty, at the earliest opportunity, to inform the School of any change in their guardianship arrangements.**