

# GUARDIANSHIP

<b>Author and/or Editor</b>	Jon Timmins, Assistant Headteacher – Pastoral & Head of Underwood Hall
<b>Date</b>	March 2024
<b>Approved/reviewed by</b>	SET Boarding Committee
<b>Review frequency &amp; next review due</b>	Annually or as required, March 2025

**We do not appoint guardians.**

**The responsibility of appointing guardians lies solely with the parent.**

For all students whose parents are abroad, a Guardian is their parents' representative in this country. They are essential in times of crisis or when there is the need for support and advice. They must be available not only to the pupil but also to the School at times when it is not possible to contact parents. The Guardian is the person with whom they stay during school holidays when it is not practicable to return home. The Guardian has a clear role in the student's welfare, bridging between parents, pupil and School.

Every pupil whose parents live or travel abroad, even for short periods, must have a mature and responsible Guardian in the UK who lives within reasonable reach (ideally not more than an hour's journey) of the school. **This is a condition of entry as a boarder.**

The School does not, and will not, provide Guardians. It is the parents' responsibility to arrange this.

The School **strongly recommends that you appoint a reputable guardianship organisation** that is accredited by AEGIS (the Association of Educational Guardians for International Students).

Alternatively the Boarding Schools Association may provide information.

In addition, for families where there is a Guardian in place, but where that person is unable to perform certain duties, there are agencies that specialise in escorting boarding pupils to and from airports.

The name, address and telephone number of the Guardian must be provided by the parent before the child begins to board at Wymondham College Prep School, or, in the case of a business trip or holiday, before departure. The relationship of the Guardian to the pupil must be made clear and the nominated Guardian must agree to act in this capacity for the duration of the boarders' time at Wymondham College Prep School or for the duration of the trip.

In general terms a Guardian will be expected to do the following. It may also be that parents will make their own additional and individual arrangements with the Guardian:

- Provide a 24 hour point of contact for parents, pupil and 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.
- Provide transport to and from ports/airport of entry at the start and end of holiday periods, especially before or after the hours when boarding house staff are off duty.
- Take minors/young flyers (as defined by individual airlines) who are flying unaccompanied, to the airport and to collect them off return flights.
- Respond rapidly to the potential need to provide convalescence during and after illness. This could extend to providing a home for a child during enforced closure of boarding in the case of an epidemic or pandemic. This has become particularly important in the light of Covid19.
- Attend hospital to look after a boarder should they be admitted to hospital or should they have to stay in hospital for any significant length of time.
- Provide a home in the UK should the child be excluded from the school for disciplinary matters.
- Be a family contact for overseas pupils and a place to store clothes and other belongings during school holidays.
- Provide a home for short holiday periods when the school is closed – e.g. half terms and exeat weekends as detailed in the school calendar.
- Attend Parent Consultation Evenings at the request of parents and/or the school.
- To communicate with the student's Boarding House on a regular basis regarding their welfare.

Guardians may contact the house staff on behalf of families of boarders and the school encourages all Guardians to make themselves known to the Boarding House staff and to visit the school. Parents who provide the school with Guardians are encouraged to invite their nominated Guardians to Wymondham College Prep School.

Guardians must be provided with the school telephone numbers and contact points by parents. Guardians and parents are responsible for informing Wymondham College Prep School of any change in address, telephone number or circumstances.

Parents are responsible for the welfare of children whilst they are resident with the appointed Guardians, although should a boarder's behaviour reflect badly on the School this could be a matter for disciplinary action.

The School are NOT responsible for the welfare of children whilst they are resident with the appointed Guardians, although should a boarder's behaviour reflect badly on the school this could be a matter for disciplinary action.

Wymondham College Prep School will inform the parents if they have any concerns about the Guardian arrangements and will review individual Guardian provision if appropriate.

Wymondham College Prep School may contact Guardians directly should the need arise.

Parents will be required annually to complete a **Parental Nomination of Guardianship Form** (see Appendix 1) and the nominated guardian will be required to complete a **Guardianship Agreement Form** (see Appendix 2).

**Appendix 1 - Parental Nomination of Guardian/Guardian Agency**

(This form is to be completed by parents and returned to the Head of Underwood Hall before the start of the child’s first term at Wymondham College Prep School AND again at the beginning of each subsequent school year)

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

Name and Address of Guardian or Guardianship Agency: .....  
(block capitals)

Tel. (Home) ..... (Work) ..... 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 Wymondham College Prep School, or until I authorise that the situation has changed:

- Provide a 24 hour point of contact for parents, pupil and 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.
- Provide transport to and from ports/airport of entry at the start and end of holiday periods, especially before or after the hours when boarding house staff are off duty.
- Take “minors,” who are flying unaccompanied, to the airport and to collect them off return flights.
- Provide convalescence during and after illness and this could extend to providing a home for a child during enforced closure of boarding in the case of an epidemic or pandemic. This has become particularly important in the light of Covid19.
- Attend hospital to look after a boarder should they be admitted to hospital or should they have to stay in hospital for any significant length of time.
- Provide a home in the UK should the child be excluded from the school for disciplinary matters.
- Be a family contact for overseas pupils and a place to store clothes and other belongings during school holidays.
- Provide a home for short holiday periods when the school is closed – e.g. half terms and exeat weekends as detailed in the school calendar.
- Attend Parent Consultation Evenings at the request of parents and/or the school.
- To communicate with my son/daughter’s Boarding House on a regular basis regarding their welfare.

I confirm that the above named person 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 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** .....  
**(Parent 1)**

**Signature** .....

**Name** .....  
**(Parent 2)**

**Signature** .....

**Date** .....

## Appendix 2 - Guardian's Agreement

(This form is to be completed by the individual guardian or by the guardianship agency and returned to the Head of Underwood Hall before the start of the child's first term at Wymondham College Prep School AND again at the beginning of each subsequent school year)

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

Name and Address of Guardian or Guardianship Agency: .....  
(block capitals)

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

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

- Provide a 24 hour point of contact for parents, pupil and 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.
- Provide transport to and from ports/airport of entry at the start and end of holiday periods, especially before or after the hours when boarding house staff are off duty.
- Take "minors," who are flying unaccompanied, to the airport and to collect them off return flights.
- Provide convalescence during and after illness and this could extend to providing a home for a child during enforced closure of boarding in the case of an epidemic or pandemic. This is particularly important in the light of Covid19.
- Attend hospital to look after a boarder should they be admitted to hospital or should they have to stay in hospital for any significant length of time.
- Provide a home in the UK should the child be excluded from the school for disciplinary matters.
- Be a family contact for overseas pupils and a place to store clothes and other belongings during school holidays.
- Provide a home for short holiday periods when the school is closed – e.g. half terms and exeat weekends as detailed in the school calendar.
- Attend Parent Consultation Evenings at the request of parents and/or the school.
- To communicate with the student's Boarding House on a regular basis regarding their welfare.

I confirm that as the appointed Guardian of the above named pupil I undertake the responsibilities listed above. I 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 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** .....  
**(Guardian/Guardian Agency )**

**Signature** .....

**Date** .....