



Haberdashers'  
Monmouth Schools

## **Guardianship Policy and Agreement**

For the purpose of this policy 'the school' refers to all Haberdashers' Monmouth Schools.

### **1. Introduction**

HMS welcomes pupils from all over the world and our international pupils are part of a diverse community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to our international pupils. Our pastoral tutorial and boarding systems are designed to ensure that all international pupils are effectively supported as they integrate into school life.

All international pupils are required to have an Education Guardian whilst studying at HMS. Guardianship provides another means of support for an international pupil whilst they are in the UK, and allows them to have another adult outside of the school who they can turn to for assistance or advice, and who will provide accommodation when the school is closed and it may be impractical to travel home.

### **2. Policy Aims**

- To provide the parents of international pupils (and the Guardians they appoint) with a clear explanation of the school's expectations relating to educational guardianship.
- To provide the parents of international pupils with a clear explanation of the responsibilities of the Educational Guardian they appoint.
- To make known to the parents of international pupils that the school reserves the right to determine the acceptability of arrangements made for their son/daughter when they are residing out of school; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide a pro-forma for the registration of an educational guardian.
- To provide details on how communications between the school, international parents and Educational Guardians will operate.

### **3. Guardian Requirements**

- It is the primary responsibility of the parents to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. HMS may be able to provide details of agencies or individuals who have acted as guardians to pupils from the school in the past, but we do not recommend any specific agency or individual. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.
- The appointed Guardian may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency.
- The appointed person must be over 25 years of age and should not be a full-time pupil.
- The designated Guardian should have a permanent place of residence in the UK and ideally should reside within two hours travelling distance from the school, by either car or

public transport.

- They should be English speaking and able to provide a point of contact for the school at all times.
- To liaise with the school over school holiday and Exeat arrangements, including informing the school about details of travel arrangements made for pupils leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing (email is acceptable), at least two weeks prior to departure or arrival.
- To provide accurate contact information (including telephone/mobile, email and full address contact details) to the HMS Admissions Office and later to regularly update this information as necessary.
- A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the pupil during periods when they cannot be accommodated at the school (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- If Guardians are going to be away from their UK home, for however short a time, they must notify the Houseparent. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians (or, where possible, parents) are expected to attend Parents' Evenings and school events. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the school by appointment.
- Guardian should be familiar with the school's rules, regulations and policies and to support the school's aims and values.
- Guardians must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- A change of Guardian must be communicated promptly to the school in writing, providing all necessary details in order to facilitate continuous care.

#### **4. Private Foster Care Arrangements**

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Any Education Guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step parent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil at the school (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The school must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The school will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

#### **5. Appointing an Educational Guardian**

Where international pupils need to apply for a pupil visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the school is satisfied that appropriate Guardian arrangements are in place.

Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Pupils) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international pupils. Please see their website for further details: [www.aegisuk.net](http://www.aegisuk.net)

**HMS Guardianship Agreement**

This form should be completed and signed, both by the parents and by the guardian, and returned to the Admissions office.

Name of Pupil: \_\_\_\_\_

EITHER – if using a Guardianship agency, please provide name of agency below.

\_\_\_\_\_

OR – if using a Guardian who is a personal contact, please provide details below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I authorise the person or agency named above to accept responsibility for my son/daughter and to take and necessary decisions, should the need arise, while he is resident at school.

**Signature of Parent**

Date:

\_\_\_\_\_

\_\_\_\_\_

I, the person or agency nominated above, agree to accept responsibility as outlined, and confirm that I shall be available to be contacted in an emergency, or when it is necessary for accommodation to be provided (e.g. at half- terms or in an emergency).

**Signature of Guardian** (agency or personal contact)

Date:

\_\_\_\_\_

\_\_\_\_\_

I, the person or agency nominated above confirm that the guardianship provided to the pupil (tick as appropriate):

- Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above.

OR

- Will/may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the school.