

Dear Parents

I hope the following information will help you understand Taunton School's policy regarding the appointment of a guardian.

Taunton School sets the highest standards in safeguarding the welfare of every pupil, and requires parents who do not live in the UK to appoint a guardian to act on their behalf. Arrangements for this should be made by the parents and is their responsibility. The law protects the rights of children and makes 'proper and appropriate care' a compulsory requirement. The UKVI (United Kingdom Visa and Immigration) authority also require a letter from parents confirming the care arrangements that they have put in place for their child as part of the visa application.

A guardian is not a child's legal guardian so does not have legal rights to make major decisions relating to the child. Such rights will remain with the parents. However, guardians are the parents' representatives in the UK and are essential in times of crisis. They have a pupil welfare role, bridging the gap between parents, the pupil and the school.

During the term time the school is legally responsible for each pupil's welfare, and undertakes parentally delegated responsibilities. However, there are times (half term holidays, or when a child is suspended etc) when the school must be able to hand over these responsibilities to an appointed guardian.

Guidelines for Guardians

Eligibility:

- Over the age of 25 years
- Have a permanent or semi-permanent place of residence in the United Kingdom independent of any educational institution.
- Must agree to the necessary searches required under current legislation to be carried out on all adults (over 18 years) residing permanently in their household.
- The guardian should be a person who is not involved in travelling overseas other than for holidays.

The responsibilities of a Guardian:

- Provide support and guidance on welfare and educational matters as appropriate to the age of the international student.
- Be able to be contacted at all times and be ready to deal with immediate problems or emergencies, including for example, the removal of an international student from school or for illness and hospital admissions.
- Notify the school of any change of address or immediate contact information if you are out of contact for a short period of time. Ideally this second contact should be appointed by the guardian or parents and known to both.

- Be available and willing to receive the international student into their home as and when required by the school. If the appointed guardian is considered by the school to be unsuitable or unsatisfactory, the school will insist that the parents appoint a new guardian or we will reserve the right to use a local guardian agency and the costs must be met by the parents.
- If a student does not have a guardian when required to do so by the school, the school will insist that the parents appoint a new guardian or we will reserve the right to use a local guardian agency and the costs must be met by the parents
- Collect from or arrange the collection and return the international student to the school in accordance with the timetable at half terms and end of term breaks.
- Not accept paying guests into, or be running a bed and breakfast, within your own household whilst providing guardianship services in your home for an international student under the age of 16 years.
- Exercise the same caution as a responsible parent in allowing an international student to stay somewhere other than in their own home. If it is a regular or long term arrangement the school should be notified and the host family (if applicable) should agree to having the appropriate searches on them.
- Never allow the student to reside where there is no means of contact by the guardian of the parents except in special circumstances, for instance, when on an expedition with parental consent.
- Complete our Guardianship Agreement form supplied by Taunton School.
- Allow a representative of the school or Guardianship Organisation to inspect the suitability of the accommodation once a year, if required.
- Be very clear about the areas of responsibility you have as a guardian. Check this with Taunton School or Guardianship Organisation.

Yours sincerely



Mr Adrian Hallworth
Principal

PRINCIPAL: Adrian Hallworth B.Sc., M.Ed.

GUARDIANSHIP AGREEMENT

This form is to be completed by the student's parents and returned to the Admissions Office before the beginning of the student's first term at the school.

STUDENT DETAILS

Family Name	<input type="text"/>	First Names	<input type="text"/>
Called Name	<input type="text"/>	Year group	<input type="text"/>

GUARDIAN OR GUARDIANSHIP AGENCY DETAILS

Guardianship Agency	<input type="text"/>		
First name and Surname	<input type="text"/>		
Address	<input type="text"/>		
Tel	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

I agree that the duties of a guardian / Agency include the following responsibilities:

- To provide a 24 hour point of contact throughout the school term and be ready to accommodate my son or daughter in case of an emergency or in the event of being suspended from school.
- To provide transfers to and from airports at half terms, and the beginning and end of terms.
- To collect student from school for half term holidays, and to provide an appropriate degree of care and supervision during these times.
- To make suitable alternative arrangements if unable to accommodate my son / daughter. I understand that hotel accommodation is not suitable.
- To be involved in each and every arrangement for my son / daughter when away from school, for example when visiting a friend or on a school visit.
- To communicate travel arrangements in writing with the school at least three days before my son / daughter's departure from school. The arrangements will give exact accommodation and transportation details.
- To ensure that my son / daughter's arrival and departure complies with the school's published term dates and times.
- To provide pastoral and educational support, and communicate with the school regarding the welfare of my son / daughter as required.

I confirm that as the appointed Guardian of the above named student I undertake the responsibilities listed above and in the terms and conditions. I am over 25 years of age and reside in the UK. I am not a full time student living in accommodation provided by another education institution. **OR:**

I confirm that the above Agency will undertake the responsibilities listed above. The Agency will provide the above name student with host families who have undergone necessary checks. In the family there will be an adult who is over 25 years of age and resides in the UK.

I accept the School's terms and conditions regarding my appointment as Guardian / Guardianship Agent.

Parent's Signature	<input type="text"/>	Guardian's Signature	<input type="text"/>
Name in full	<input type="text"/>	Name in full	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Please send this form to:

International Admissions, Taunton School, Staplegrove Road, Taunton, Somerset, TA2 6AD, United Kingdom
Tel: +44 (0)1823 703737 Email: admissions@tauntonschool.co.uk