



GUARDIANSHIP: Terms and Conditions

Following the **Children Act (1989)**, the **Protection of Children Act (1999)** and the **Care Standards Act (2000)**, Bromsgrove School, in promoting and safeguarding the welfare of every student, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf. This is optional for parents living in easily accessible European countries such as France and Germany.

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

During the term time the School is legally responsible for each student's welfare, and undertakes delegated parental responsibilities. However, there are times (e.g., beginning and end of term, half-term breaks, or when a child is suspended or expelled by the School, etc) when the School must be able to hand over these parental responsibilities to another adult – a properly appointed guardian.

Guardians may be a family member or relative or family friend who is over 25 years of age and who is not a full-time student, but is resident in the UK. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardian organisation.

Bromsgrove School is a member of AEGIS – a national body for monitoring and regulating the welfare of international students. AEGIS provides accreditation of guardianship organisations in accordance with the requirements of the Government's Social Services Department. We refer parents only to guardianship organisations who have been accredited by AEGIS.

An appointed guardian will:

1. Be a 24 hour point of contact for parents, student, School and host family.
2. Act with delegated parental authority in the case of an emergency or crisis.
3. Provide both pastoral and educational support.
4. Liaise with the School and parents over holiday arrangements.
5. Make appropriate arrangements for medical care.
6. Inform the School in writing about all the details of 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 pupil's accommodation and methods of transportation.

Guardians should also respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students. This includes having in place a proper agreement with the student's parents as to what the guardian's responsibilities are.

If a student does not have a guardian when required to do so by the School, or the appointed guardian is considered by the school to be 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 recommended by the School.

The following forms should be read carefully; the Guardian's Nomination should be signed by one parent and the Guardians Agreement should be signed by the guardian. Both forms should then be returned to the school.

Guardianship

All pupils at Bromsgrove School are required to appoint a responsible adult to act as a guardian. Please refer to the attached document "**Guardianship: Terms and Conditions**," in order to fully understand the guardian's responsibilities.

If you are unable to appoint someone you know, we advise you to approach a reputable guardianship organization accredited by AEGIS (The Association of Educational Guardians for International Students).

Tel: +44 (0) 1453 755160
Email: secretary@aegisuk.net
Web: www.aegisuk.net

The following guardianship are companies that students currently use and are AEGIS accredited:

Alpha Plus Guardian Services	Website:	www.alphaplusguardians.co.uk
Bright World Guardianships Limited		www.brightworld.co.uk
Crown Guardians (Currently being assessed for accreditation)		www.crownguardians.co.uk
Gabbitas Educational Consultants		www.gabbitas.co.uk
HEGS - Heart of England Guardianship Services		www.hegs.org.uk
Heritage Educational Planning		www.heritage-education.co.uk
Living Learning English		www.livingenglish.com
Pippa's Guardians		www.pippasguardians.co.uk
Quest Guardians		www.questguardians.co.uk
SKD Education & Guardianship Limited		www.skd.co.uk
Students International Limited		www.studentsint.com
Study Links Int. Limited		ww.studylinks.co.uk
White House Guardianships		www.whg.eu.com

We encourage you to check that the organisation you select offers local host families to facilitate attendance at parents' evenings and to reduce travel time and costs.

The **GUARDIAN'S NOMINATION (Form 1)** for parents and **GUARDIAN'S AGREEMENT (Form 2)** for guardians must be completed and returned to the school by the first day of the September term.

If you have any questions about guardianship whilst your child is at Bromsgrove the following members of staff would be pleased to help you:

Mrs Kim Elvy, Administration Manager

Email: kelvy@bromsgrove-school.co.uk

Mrs Julia Boonnak, Head of International Education

Email: jboonnak@bromsgrove-school.co.uk

Miss Rachel Scannell, Assistant Head

Email: rscannell@bromsgrove-school.co.uk

GUARDIAN'S NOMINATION
Nomination Form – to be completed by parents in **BLOCK CAPITALS**

PLEASE RETURN THE COMPLETED FORM TO KIM ELVY – KELVY@BROMSGROVE-SCHOOL.CO.UK

Pupil's Forename (s):					
Pupil's Family Name:					
Male or Female:			Boarding House: (If known)		
Guardian's Title	Mr	Mrs	Miss	Ms	Other
Full Name of Guardian or Name Guardianship Organisation:					
Guardian Relationship to Student:	Company / Agency	Family Member (Give details)	Friend of the Family (Give details)	Other (Give details)	
Full Address of Guardian or Guardianship Organisation:					
Telephone Number:					
Mobile Number:					
Email Address:					

The above named person/organisation has agreed to act as guardian to my son/daughter and to undertake the following responsibilities:

1. To provide a point of contact throughout the school term and to be ready to accommodate my son/daughter at short notice in case of an emergency or crisis.
2. To provide suitable accommodation for my son/daughter and an appropriate degree of care and supervision during half term breaks and longer holidays.
3. If travel arrangements do not coincide with beginning/end term dates to provide stopover care.
4. To make suitable alternative arrangements if unable to accommodate my son/daughter and to inform the houseparent(s) of any such arrangements.
5. To be ready to liaise with the houseparent(s) on my behalf in any matters relating to my son's/daughter's welfare (e.g. academic progress, uniform and equipment, pocket money).
6. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to my son/daughter leaving the school for a weekend or a longer holiday period.
7. To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf.

I confirm that the above named person is over 25 years of age, is resident in the UK and, and is not a full time student living in accommodation provided by another educational institution.

I also undertake to notify the school in writing of any changes of guardian and to provide full contact details of the new guardian.

I accept the school's terms and conditions regarding my appointment as guardian for my child.

Parent's Name:

Signature: **Date:**