



Guardianship Policy

Ashwicke Hall School actively seeks diversity in its student body; in doing so we may attract many international applicants. In the interest of student welfare and safety, Ashwicke Hall School requires all students whose parents live outside of the United Kingdom to have a named UK Guardian. It is the parent's responsibility to provide details of the appointed guardian to the School.

Signed:

Date reviewed: October 2018
Next scheduled review: October 2019

Amanda Woods

Amanda Woods
Principal

What is a UK Guardian?

A UK Guardian:

- Can be an individual or family resident in the UK
- Must be over 25 years old
- May be a relative of the student, friend of the family or may be appointed through a guardianship agency
- Should not reside in university accommodation
- Must be English speaking

In order to reduce travel time between the guardian's home and the School we recommend that they live within 2 hours of Ashwicke Hall campus or in the London area, but this may not always be possible.

Once appointed, the guardian has a responsibility to support the student and their family while the student is in the UK. However, students at Ashwicke Hall School do not have to leave the care of the school during term times, unless the parents, student and guardian wish this to happen. The School provides seven days a week care for all its students throughout each term. That said, many families may choose that their child spends some weekends in term time with the UK Guardian.

The UK Guardian, as the family prefers and the situation requires, may:

- act as a link between school and parent, possibly acting on behalf of the parent
- provide a suitable home environment for the student, as required, on weekends or during the start or end of the school holidays
- be available to the student and be a vital point of contact for the school in an emergency situation (such as illness or serious misbehaviour)
- liaise with the school and family to arrange a suitable travel schedule for the student to and from the guardian, when required. Start and end of term travel arrangements are usually arranged directly between the parents of overseas students and the school.

How do I appoint a UK Guardian?

All parents of students who are resident outside the UK are requested to inform us of their nominated UK Guardian upon application. Thereafter, any change in UK Guardian must be communicated to the School's Admissions Office in writing. Ashwicke Hall School must have the full name fees and initial School fees. The UK Guardian must return a signed Guardian Contract prior to the student's arrival at the school.

Many parents will appoint a relative or family friend who is resident in the UK to act as a guardian.

Otherwise, a professional guardian can be appointed via an accredited guardianship agency, affiliated to AEGIS (Association for the Education and Guardianship of International Students). This professional guardianship can broadly take one of two forms:

- **Regular Guardianship:** where your child visits the guardian at least several times during the academic year and quite possibly several weekends each term or
- **Emergency Guardianship:** where you anticipate your child will only need the services of the guardian in an emergency, such as for medical or disciplinary reasons or if you choose to use the emergency guardianship service they offer very occasionally during the year.
- Ashwicke Hall School can recommend accredited guardianship agencies which provide a service of either regular or emergency guardianships. It is the **parent's responsibility** to ensure they have selected and are satisfied with a UK Guardian of their choice.
- The UK Guardian will receive a letter with our Guardianship policy, outlining the school's expectations of the guardian's role. The guardian is required to sign a Guardian Contract, agreeing with Ashwicke Hall School's expectations.

Guardian's Absence

If a nominated UK Guardian is away from the UK for any period of time during the school term times, they must notify the school and parents, and provide alternative contact details in their absence. In such circumstances the parents may choose to provide the school with alternative UK contacts who could act as a temporary guardian.

