HOLMEWOOD HOUSE SCHOOL

'Kindness, Aspiration & Self-belief'

GUARDIANSHIP POLICY AND FORMS

Policy Holder	The Head
Date Approved	September 2026
Approval	SLT
Date for next review	September 2027

This Policy should be read in conjunction with the International Pupil Policy.

HOLMEWOOD HOUSE PREPARATORY SCHOOL DOES NOT APPOINT GUARDIANS/CARER ON BEHALF OF PARENTS. IT IS THE PARENTS' RESPONSIBILITY TO NOMINATE A GUARDIANSHIP ORGANISATION / GUARDIAN THAT MEETS ALL OF THE REQUIREMENTS AS SET OUT IN THE HOLMEWOOD HOUSE SCHOOL GUARDIANSHIP POLICY.

Our pastoral system is very strong at Holmewood House and we set great store by ensuring that effective arrangements are made with regard to educational guardianship. The Boarding School Association puts it thus:

'For many from abroad, their guardian is their parents' representative in this country, essential in times of crisis or need for support and advice, available not only to the pupil but also to the School as a proxy for the parents who cannot be contacted for whatever reason. For others, their guardian/carer is the person with whom they stay during school holidays when it is not practicable to return home. The educational guardian/carer has a clear pupil welfare role, bridging between parents, pupil and School.'

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

The guardian/carer must be resident in the UK within 2 hours travelling distance from the school by either car or public transport. **The nominated guardian/carer or close relative must be a British citizen or settled in the UK.** The guardian/carer may be a nominated friend of the family, or another family member (close relative) to whom the parent is happy to delegate the role, but whoever it is does need to be aware and fully accepting of the requirements that we have of guardians/carers acting on behalf of pupils. The guardian/carer must have these specific responsibilities delegated to them by the parent and must be willing and able to comply with them. The School requires the parent to put in writing the responsibilities that they have delegated to the guardian/carer and the guardian/carer or agency to put in writing that they accept those responsibilities (see proformas 1 and 2, the 'Guardian / Carer Nomination' and the 'Guardian / Carer Agreement.') **These documents ensure that the school takes appropriate steps to make sure that pupils are safe and that the guardianship arrangement is promoting the physical and emotional wellbeing of the child.**

Part of our record keeping obligations is to ensure that we know the whereabouts of all our boarding students at all times. **Holmewood House will not issue a Confirmation of Acceptance for Studies (CAS) to any student without a guardian/carer being in place. Parental consent letters must now detail the pupil's specific living arrangements, and we are expecting the Sponsor Management System to be updated so that these arrangements can also be included on the pupil's CAS.**

Guardian Agencies

The most common need for a 'professional guardian/carer' comes from those parents who spend a significant amount of time out of the country, or from those who are resident outside the UK. In such circumstances and where neither family nor friends live close enough to take on the role, there may be a need to make use of the services of a guardian/carer agency.

For all international students, the School **requires that you appoint a reputable guardianship organisation that is accredited by AEGIS** (the Association of Educational Guardians for International Students). AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted.

Address:

The Wheelhouse, Bond's Mill Estate, Bristol Road, Stonehouse, Stroud, Gloucestershire GL10 3RF

The Role of an Individual Guardian/Carer or Agency

In general, terms an 'individual guardian/carer' or 'Agency' will be expected to do all or some of the following, depending on the specific agreement made with the parent:

- **A letter of undertaking is required from the nominated guardian/carer, private foster carer, or close relative confirming their agreement to the care arrangements, their address and contact details, and other prescribed information.**
- Provide a 24 hour point of contact for parents, pupil, 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.
- Collect the child from school in the event of an infectious illness/disease if requested to do so by the school medical team.
- Provide pastoral, emotional and educational support.

- Liaise with the school and parents over holiday arrangements.
- Inform the school on the i-gtm App about all details of travel arrangements made prior to the pupil leaving school for any weekend or for a longer holiday period. The school must know the exact details of pupil's accommodation and the methods of transportation.
- To communicate with the Houseparent on a regular basis regarding the welfare of the pupil.

Individual guardians/carers/agencies should adhere to what is commonly regarded as best practice in guardianship. This includes having in place a proper agreement with the pupil's parents as to what the guardian/carer's responsibilities are. **Parental consent letters must now detail the pupil's specific living arrangements using the i-gtm App.**

If a pupil does not have a guardian/carer when required to by the school, or the appointed guardian/carer is considered unsuitable by the school, the school will invite parents to find a new guardian/carer. Should parents fail to do so they will be required to make adequate temporary guardianship arrangements in the case of emergencies?

Please note that the choice of guardian/carer is entirely the responsibility of the parent and the school accepts no legal responsibility for any guardianship arrangements. The school does however expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

Please ensure that both proforma documents are completed and returned to the Registrar in time for your child's first term at Holmewood House School.

Guardianship Forms for completion can be found on the next few pages of this policy.

GUARDIAN/CARER'S AGREEMENT

(This form is to be completed by the individual guardian/carer or by the guardianship agency and returned to the Registrar before the start of the pupil's first term at Holmewood House School)

Please complete this form in **block capitals:**

Full Name of Pupil ……

House .....

Name and Address of Guardian/Carer or guardianship agency (block capitals):

……..

……..

Tel. (Home) ……..…… (Work) ……..

Fax ……..…….. Email ……..

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

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate the pupil in case of an emergency* or crisis or in the unfortunate event of their being suspended from School. **please note, infectious illness/disease may be considered an emergency, due to the increased risk of infecting others within a boarding environment.*
2. To collect and deliver pupils to and from airports at half terms, beginnings and ends of term.
3. To collect or arrange collection of the pupil from School for exeats, half term holidays/longer holidays and to provide an appropriate degree of care and supervision during that time.
4. To make suitable alternative arrangements if unable to accommodate the pupil.
5. To be involved in each and every arrangement for the pupil when residing away from school, for example when visiting the family of another pupil or friend.
6. To communicate all such travel details on the i-gtm App with the Houseparent and to provide all necessary details prior to the pupil leaving school for longer holidays.
7. To be ready to attend important parents' meetings or other important meetings at the School on my behalf.
8. To communicate with the Houseparent on a regular basis regarding the welfare of the pupil.

I confirm that as the appointed Guardian/carer of the above named pupil I undertake the responsibilities listed above. I am over 25 years of age and a British citizen or settled 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/carers who are over 25 years of age and a British citizen or settled in the UK. The agency will not use as a guardian/carer, 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 ……..……

Signature ……

Guardian/Carer/Guardian Agency

Date ……

PARENTAL NOMINATION OF GUARDIAN/CARER/AGENCY

(This form is to be completed by parents and returned to the Registrar before the start of the child's first term at Holmewood House School)

Please complete this form in block capitals:

Full Name of Pupil:……..……..

House .....

Name and Address of Guardian or guardianship agency (block capitals):

……..

……..

Tel. (Home) ……..…… (Work) ……..

Fax ……..…….. 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 Holmewood House School, or until I authorise that the situation has changed:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate my son/daughter in case of an emergency or crisis or in the unfortunate event of their being suspended from School.
2. To collect and deliver pupils to and from airports at exeats, half terms, beginnings and ends of term.
3. To collect or arrange the collection of my son/daughter from School for the half term holidays/longer holidays and to provide an appropriate degree of care and supervision during that time.
4. To make suitable alternative arrangements if unable to accommodate my son/daughter.
5. To be involved in each and every arrangement for my son/daughter when residing away from school, for example when visiting the family of another pupil or friend.
6. To communicate all such travel details on the i-gtm App with the Houseparent and to provide all necessary details prior to my son/daughter leaving school for longer holidays.
7. To be ready to attend important parents' conferences or other important meetings at the School on my behalf.
8. To communicate with the Houseparent on a regular basis regarding the welfare of my son/daughter.

I confirm that the above-named person is over 25 years of age, is a British citizen or settled 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 undertake the responsibilities listed above. The agency will provide the above-named pupil with guardians/carers who are over 25 years of age and a British citizen or settled in the UK. The agency will not use as a guardian/carer, students who live in accommodation provided by another educational institution.

I also undertake to notify the School in writing of any change of guardian/carer or of guardianship agency and to provide contact details of the new guardian/carer or agency.

I accept the School's terms and conditions regarding the appointment of a guardian/carer for my child.

Name (s) ……..……..……..

Signature (s) ……..

Parent(s)

Date ……