

**GODSTOWE SCHOOL DOES NOT
APPOINT GUARDIANS ON BEHALF OF PARENTS**

**IT IS THE PARENTS' RESPONSIBILITY TO NOMINATE
A GUARDIANSHIP ORGANISATION OR GUARDIAN
THAT MEETS ALL OF THE REQUIREMENTS AS SET OUT BELOW**

All pupils at Godstowe, whose parents reside overseas, are required to have a guardian, who is resident in the UK and within 2 hours travelling distance of the school.

This is to ensure that:

1. There is a contact in the UK to whom the school may refer to in the event of an emergency.
2. The pupils have a UK location where they can stay if they are not returning home during holiday periods or the fixed weekends when they have to leave the school premises.
3. There is an address where the pupil can stay for medical or disciplinary reasons in the event that they are unable to remain on the school premises.

Guardians are welcome to attend school events, parents' evenings, concerts and matches.

Guardians should attend parents' evenings in the absence of parents.

Our Guardianship contract can be found at the end of this document.

Some families appoint a relative or close friend as a guardian, although guardians arranged through professional agencies are preferable and encouraged. The Association for the Education and Guardianship of International Students (AEGIS) and the BSA (Boarding Schools Association) gives excellent guidance and makes recommendations and suggestions of guardian agencies which could be used. We strongly recommend that parents only use an AEGIS or BSA accredited guardian organisation. Please view the relevant websites for more information.

Contact details are as follows:

The Secretary
AEGIS
66 Humphreys Close
Randwick
GL5 4NY

Telephone: +44 (0)1453 755 160

E-mail: secretary@aegisuk.net

Website: www.aegisuk.net

Boarding Schools' Association
First Floor, 27 Queen Anne's Gate
London UK
SW1H 9BU

Tel: +44 (0) 20 7798 1580

Website: www.boarding.org.uk/contact

The AEGIS web site has a list of Guardianship Agencies who offer their services.

The following organisations are the members of AEGIS and can be contacted for further information.

- Pippa's Guardians www.pippasguardians.co.uk
- Bright World Guardianships Ltd www.brightworld.co.uk
- Gabbitas Educational Consultants www.gabbitas.co.uk
- Living Learning English www.livingenglish.com
- Quest Guardians Ltd www.questguardians.co.uk
- Study Links International www.studylinks.co.uk
- Sutherland Education www.sutherland-education.com
- White House Guardianships www.whg.eu.com
- Guardian Family Network www.guardianfamilynetwork.com

Godstowe

Guardianship Contract

We [names of parents]

.....
.....

appoint

Name:.....Signature.....
.....

Address:

.....

..... Contact

Number:.....

..... Contact Email

.....

.....

to act as the Educational Guardian for (Pupil's

Name).....

Date of Birth.....

We will ensure that the appointed guardian signs this form, is aware of their responsibilities as detailed below, and will provide them with a copy of this document.

The Role of the Guardian

1. You must be capable of responding immediately to situations that arise at school i.e. You must be contactable by telephone and/or email, and be in a position to travel to Godstowe at any time, with the duration of your journey not being more than two hours.

2. It is a requirement of our school that we meet each boarding pupil's guardian prior to them starting at Godstowe. We will invite guardians to attend an informal meeting with our Head of School, Head of Boarding and other relevant staff. This meeting will take place during our Boarders' Induction in the Summer Term, or alternatively during our Parents' Welcome Evening in September. We will explain the requirements of the role and it provides an opportunity for us to

answer any questions which may arise.

3. If guardianship arrangements change at any time during our daughter's time in the school, the new Education Guardian must arrange immediately on appointment to meet the Housemistress. If the Housemistress changes over, you will be informed and your successor must arrange immediately to meet the Housemistress.

Godstowe

4. At the first meeting with the House Mistress, you will need to be informed about arrangements for gaining access to the boarding house, door codes and the route to the house out of school hours. You will also need to be briefed about drop-off and pick-up times at the start and end of each half term, end of term, Exeats and on Sundays (when necessary).

5. You may represent us at parents' meetings if authorised to do so, but you are required to notify the Assistant Deputy Head (Academic) in advance of the meeting. Meetings may be online in agreement with the school.

6. You are required to take our daughter away from school, and look after her, in the event of disciplinary action by the school that results in rustication, suspension or expulsion.

7. You are required to take our daughter away from school, and look after her, if the school were to be closed, or if groups of girls within the school were required to leave its premises for a while, in the event of epidemic/pandemic illness. You will also look after our daughter if she falls ill while under your care during school holidays/Exeats, returning her to school once she has recovered.

8. You may be required to take care of our daughter if and when travel services are for any reason restricted or cancelled.

9. You are required to have read and understand the Parent Contract.

10. You are required to provide a postal address, an email address and a telephone number for contact at any time. Your address will appear on school mailing lists.

11. You will receive invitations to school and boarding functions if we request this.

12. It is to be noted that guardianship does not replace parental responsibility. It will still be necessary for us to authorise visits to other families or persons. We may delegate this responsibility to you, but only after notice is given by email or in writing to our daughter's Housemistress.

13. Once boarding houses close at the start of Exeats and school holidays, at the times published in the calendar or on the school website parents and Education Guardians take over legal responsibility for the girl in their care.

14. In the event of our daughter requiring your care for a period likely to exceed 28 days (e.g. during a pandemic when flights are restricted and school closed) you will notify the local authority and liaise with them during this period of private fostering. The school will also notify the local authority of the

change in circumstances in line with their duty as a licensed sponsor.

15. If Godstowe have any concerns about an educational guardianship arrangement these will be acted upon immediately and referred to any relevant agencies.