



# Cheltenham College

## Guardianship Policy

### Introduction

All parents resident abroad must appoint a guardian in this country to act with their full authority.

The choice of guardian is the responsibility of the parent: the school can accept no legal responsibility for any guardianship arrangements. The school expects the guardianship arrangements to meet the expectations outlined in this policy.

The guardian may be a nominated friend of the family or another family member. The guardian needs to be aware and accept the requirements of this policy.

The guardian should not be a full-time student.

Any change of guardian must be communicated to the College in writing.

### Guardian's Role

- To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- To ensure safe transport to and from the College at the beginning and end of each term and at the end of each holiday break and to communicate all such travel details in writing to the Housemaster or Housemistress.
- To ensure that the boy or girl in their charge is resident with the guardian during exeats and half-term holidays, unless they are going home: 'bed and breakfast' accommodation in Cheltenham does not fulfil this requirement.

- To provide safe care during any absence from the College, for example, long term illness or exclusion. In the unusual event of the college having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil.
- To attend Parents' /Guardians' Evenings to follow the pupil's progress.
- To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- To be familiar with the College's rules, regulations and policies.
- To be English speaking and provide a point of contact at all times.

### **Guardians' Absence**

Any guardian going to be away from their UK home for however short a time must notify the appropriate Housemaster or Housemistress. Contact details for that period of absence must be given and the name and address of a responsible person in the UK, fully authorised by the parents, to act on their behalf.

If parents fail to provide a suitable guardian, the College reserves the right to employ the services of a Guardianship Agency who will appoint a host family, the cost of which will be charged to the parents' account.

**September 2010**

**Review Date: September 2011**



To be completed by all overseas pupils who must have a guardian during their time at the College.

Name of Pupil: .....

Name of Guardian: .....

Contact Address: .....  
.....  
.....

Telephone Number: .....

Fax Number: .....

e-mail address: .....

Special Instructions beyond those given in The Guardianship Policy:

Signature of Parent: .....

Signature of Guardian: .....

If the pupil is not a British passport holder, he or she may require a Visa Support letter. Please let the Registrar's Office know as soon as possible if this is required.

Please return your completed form to the Registrar.

## Guardians and Guardianship Agencies

It may be necessary to use the services of a guardianship agency and the College strongly recommends that you only use Agencies that are registered with AEGIS

The details below may be of use:-

Agency	Registered With	Details
The Association for the Education and Guardianship of International Studies	AEGIS	Web: <a href="http://www.aegisuk.net">www.aegisuk.net</a> Email: <a href="mailto:aegisuk@btopenworld.com">aegisuk@btopenworld.com</a>
Pippa's Guardians	AEGIS	Web: <a href="http://www.pippasguardians.co.uk">www.pippasguardians.co.uk</a> Email: <a href="mailto:pipp.hughes@ukonline.co.uk">pipp.hughes@ukonline.co.uk</a>
Richard & Jane Youdale	AEGIS	Web: <a href="http://www.alphaplusguardians.co.uk">www.alphaplusguardians.co.uk</a> Email: <a href="mailto:oxford@alphaplusguardians.co.uk">oxford@alphaplusguardians.co.uk</a>