



Guardianship Policy

For the purposes of clarity the following terms will be used throughout the policy:-

'Cheltenham College' refers to Cheltenham College Senior School and Cheltenham Prep School (including Cheltenham College Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Prep School

1. Who Needs a Guardian?

It is a requirement that all pupils living outside the UK should have a guardian in this country who will act in loco parentis for them. A guardian is also required for pupils whose parents are members of the armed services and are therefore likely to be absent for periods of the school year.

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 of and accept the requirements of this policy and both the parent and the guardian must show that they have accepted our terms laid out in this policy by signing and returning the Guardianship Form that Admissions will send to them before their child joins Cheltenham College. The Guardianship Form must be returned to Admissions at least two weeks prior to the pupil's start date.

The guardian should not be under the age of 25 and not in full time education. The guardian should live in the vicinity of Cheltenham so they can reach Cheltenham College within a reasonable time should an emergency situation arise. We recommend this must be within 90 minutes' drive. Close proximity to Cheltenham is essential for international pupils' guardians so they can offer extra support.

Any change in guardian must be communicated to Cheltenham College in writing.

2. The 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 Cheltenham College at the beginning and end of each term and holiday break and to communicate all such travel details in writing to the Housemaster, Housemistress or Houseparent.
- To ensure that the child in their charge is resident with the guardian or a host family arranged by the guardian during exets and half-term holidays, unless the child is going home. 'Bed and Breakfast' accommodation does **not** fulfil this requirement.
- To provide safe care during any absence from Cheltenham College, for example illness, significant mental health issues or disciplinary matters. In the unusual

event of Cheltenham College having to close due to an epidemic or pandemic the guardian will be responsible for collecting and caring for the pupil.

- To attend Parents' / Guardians' Meetings 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 relevant Cheltenham College rules, regulations and policies.
- To be English speaking and provide a point of contact at all times.
- To be able to attend Cheltenham College and / or pick up their charge at short notice as necessitated by the school (up to a maximum of 4 hours from request to pick up).

1.2 Guardians are always welcome at Cheltenham College and are encouraged to take as much interest in their wards as they feel able to. If you do not know of a suitable person who is able to act as a guardian we will be happy to put you in touch with a professional agency known to the school but Cheltenham College cannot endorse any particular agency.

2.2 Passports, Visas and Travel

Careful note should be taken of any conditions which are attached to a pupil's passport at immigration and visas must be kept up to date. Students living outside the UK should consult the Home Office UK Visas and Immigration website www.gov.uk to find out whether a student visa is required and, if so, how to apply for one in the country of residence. Guardians and parents are responsible for telling the Housemaster, Housemistress or Houseparent if flights require Unaccompanied Minor service from GT Matrix.

We advise that passports should be given to the Housemaster, Housemistress or Houseparent for safe keeping.

3. Guardian's absence

3.1 Any guardian going to be away from their UK home or unable to accommodate a pupil for however short a time is responsible, in liaison with parents, to make suitable arrangements for that period with another responsible person in the UK. The guardian must notify the Housemaster, Housemistress or Houseparent of the arrangements and provide the name, address and telephone number of the person who is fully authorized by the parents to act on their behalf.

3.2 If an appointed guardian or replacement is not available and Cheltenham College requires the pupil to be off site for any of the above stated reasons, Cheltenham College reserves the right to ask a suitable guardianship agency to arrange short-term billeting. The cost of this will be passed on to parents.

Reviewed: January 2021

Next review date: January 2022

Guardians and Guardianship Agencies

It may be necessary to use the services of a guardianship agency. Cheltenham College does not recommend any specific agency or organization but would encourage parents to ensure that it is a member of AEGIS. To find out more about AEGIS registered companies please click [here](#)

Cheltenham College cannot be responsible for any arrangements between parents and guardians. The following details may be useful, but do not constitute any endorsement by Cheltenham College.

Agency	Registered with	Details
Pippa's Guardians	AEGIS	Web: www.pippasguardians.co.uk Email: ben@pippasguardians.co.uk
Brightworld Guardians	AEGIS	Web: www.brightworld.co.uk Email: iana@brightworld.co.uk