

APPOINTED GUARDIAN CONFIRMATION FORM

PLEASE RETURN TO: THE REGISTRAR, CASTERTON, SEDBERGH PREP SCHOOL, CASTERTON, NR KIRKBY LONSDALE, CUMBRIA LA6 2SG or via admissions@sedberghprep.org

FOR ALL PUPILS RESIDENT OUTSIDE THE UK

As a resident abroad, the following UK-based person has agreed to act as appointed guardian to my/our son or daughter and may be consulted in an emergency.

PLEASE COMPLETE IN BLOCK CAPITALS

Son or daughter's name (in full):.....

Boarding House:.....

APPOINTED GUARDIAN DETAILS

Title: Mr/Mrs/Ms/etc..... Guardian's name (in full):.....

Guardian's UK address:.....

..... Post code:.....

Telephone numbers: Day:..... Evening:.....

Mobile:..... Email address:.....

Appointed Guardian's Agreement

I confirm that as the appointed guardian of the above named pupil, that I am prepared to act with delegated parental authority to the pupil in cases of illness or disciplinary matters, to provide a home for the pupil for half term, exeats and holidays when the pupil is unable to go home, to deal with arrival at or departure from airports if necessary.

Appointed Guardian's Signature:..... Date:.....

Please attach a photocopy of a formal ID document (e.g. passport, driving license, birth certificate)

The above-named person/organisation has agreed to act as appointed guardian and to undertake the following responsibilities:

- 1) To be available not only to the pupil but also to the School as a proxy for the parents who cannot be contacted for whatever reason. To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- 2) To be English speaking and to be contactable at all times by telephone/email and to be in a position to travel to the School.
- 3) To provide a current telephone number, postal address and email address and to notify the School in writing of any change of appointed guardian arrangements.
- 4) To provide suitable accommodation for the above pupil and an appropriate degree of care and supervision during exeat weekends, half term breaks and longer holidays.

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- 5) To be ready to liaise with the Housemaster or Housemistress on behalf of the parents of the above pupil, in any matters relating to the pupil's welfare.
- 6) To represent parents at parent/teacher meetings, if requested and authorized to do so by parents.
- 7) To take the pupil away from School and look after them in the event of illness or disciplinary action by the School.
- 8) If taking charge of travel arrangements, to inform the School about all travel arrangements at the beginning and end of each term and at the end of each holiday break. To communicate all such travel details in writing to the Housemaster or Housemistress. The School must know the exact details of pupil's accommodation and the methods of transportation. Arrangements for departures and arrivals should be agreed with the Housemaster or Housemistress, in accordance with the published term dates.
- 9) To undertake parentally delegated responsibilities in an agreement with the parents of international pupils, in order to promote and safeguard the welfare of their child at all times whilst in the UK.

PARENTS

Parent/Legal guardian name/s: _____

I/we confirm that I/we have asked the person named above to act with delegated parental authority for my/our child whilst I am/we are overseas.

I/we confirm that the appointed guardian is over 25 years of age, is resident in the UK, and is not a full-time student, living in accommodation provided by another educational institution. I/we also undertake to notify the School in writing of any change of guardian and to provide full contact details of the new guardian.

Signed: _____ Date: _____

Is appointed guardian a friend or relative? YES NO

Is the appointed guardian named above expected to be taking charge of your child for a period in excess of twenty-eight days? YES NO

If the answer to the above is YES, have you informed the appointed guardian that they are liable to scrutiny by the Social Services Department for the purposes of being approved as a responsible and appropriate person to take charge of your child? YES NO

Do you wish a copy of your child's end of term report, together with accompanying information to be sent to their appointed guardian? YES NO

We may process your personal information for carefully considered and specific purposes which are in our interests and enable us to enhance the services or information we provide. We will always keep your details safe and secure. 'We' includes Sedbergh School, the charity, its charitable and all trading subsidiaries.

Our Privacy Notices can be found on our website (<http://www.sedberghschool.org/senior/Privacy-Policies>) or by request from The Deputy Bursar (Compliance), Sedbergh school, Malim Lodge, Sedbergh LA10 5RY. (tr@sedberghschool.org) If you have any concerns about the data we hold or do not wish to receive any further communications from us, please contact The Deputy Bursar (Compliance).