

# CASERTON, SEDBERGH PREP SCHOOL

## INFORMATION ABOUT APPOINTED GUARDIANS

### FOR ALL PUPILS RESIDENT OUTSIDE THE UK

Every Casterton, Sedbergh Prep School pupil whose parents live outside the UK is required to have an appointed guardian who is resident in the UK. Parents are responsible for appointing a guardian for their child and both the parents and appointed guardian must agree to the arrangement via the Guardian Confirmation Form. An offer of a place at Casterton, Sedbergh Prep School is conditional on receipt of an approved Guardian Confirmation Form being received, prior to the start of term. Any change of appointed Guardian must be communicated to the School in writing.

Appointed guardian is not a legal term and should not be used interchangeably with legal guardian. An 'education' appointed guardian is someone who has been appointed to care for an international pupil whilst in the UK and who has been delegated temporary parental responsibility by the parent(s) or legal guardian(s), residing overseas. The appointed guardian's responsibilities include caring for the pupil as would a responsible and caring parent.

Appointed guardians may be a close relative, or family friend who is over 25 years of age and who is not a full time student. A close relative is a grandparent, brother, sister, stepparent, uncle (brother or half-brother of the parent) or aunt (sister or half-sister of the parent). **University students living in university halls of residence will not be deemed a suitable guardian arrangement.** Under English law, anyone accommodating a child under the age of 16 for more than 28 consecutive days becomes a private foster parent and will be subject to local authority assessment. The welfare and safety of pupils is of paramount importance and under no circumstances will a pupil be permitted to stay in a hotel room on their own during school holidays, even with parental permission.

If you do not know of a suitable person who is able to act as an appointed guardian, it will be necessary to use the services of an accredited guardianship agency, either with AEGIS (The Association for the Education and Guardianship of International Students) <https://aegisuk.net/> or BSA (Boarding School Association) <https://www.boarding.org.uk/497/about-us/bsa-certified-guardian-scheme>. **The School cannot be responsible for any arrangements between parents and education/appointed guardians. The choice of guardian is entirely the responsibility of the parent and the school accepts no legal responsibility for any guardianship arrangements.**

The responsibility of the appointed guardian is not a role which can be taken lightly as they perform the role of parents in their absence. The appointed guardian should take an active and interested role in the pupil's education and welfare. In order to carry out these duties, it is essential that the appointed guardian be a householder, be able to speak English and be accessible by telephone.

If an appointed guardian is going to be away from their UK home, or are otherwise incapacitated, for however short a time, they 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 an appointed guardian or replacement is not available and School requires the pupil to be off site, Casterton, Sedbergh Prep School reserves the right to ask a suitable guardianship agency to manage care. The cost of this will be passed on to parents.

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Appointed guardians are welcome, indeed encouraged, to visit the School to support a pupil in matches, plays, concerts and to contact the Housemaster or Housemistress to discuss the pupil's academic and social progress. Appointed guardians may also be given access to a pupil's School reports. The wishes of parents in this respect must be recorded on the Guardian Confirmation Form.

### APPOINTED GUARDIAN RESPONSIBILITIES

Casterton, Sedbergh Prep School requires that appointed guardians of pupils at the School carry out a range of particular duties. These must be specified by the parents when they appoint the guardian.

Appointed guardian responsibilities

- (i) *Being the first point of contact for the School in an emergency or a crisis affecting the pupil, if parents cannot be contacted in case of emergency. Examples include (but are not limited to) the serious illness or hospitalisation of your child, or suspension or expulsion from the School.*

Casterton, Sedbergh Prep School has a well-equipped medical centre; however, an appointed guardian's help may be required in the event of a medical emergency. They may be required to collect and accommodate a pupil who is unwell for a period of longer than three days. They may also be required to consent to emergency dental or medical treatment in place of the parents, if one cannot be contacted.

Very occasionally, a pupil may break School rules, and if the offence is serious, the appointed guardian will be required to make travel arrangements for the pupil and accommodate him or her during the period of exclusion from the School.

- (ii) *Occasional overnight stays at the beginning and end of a term where the flight arrives earlier than or departs too long after the published start and end of term dates.*

Term dates and holidays are published on the School's website and in the School Calendar at least one year in advance. This ensures that pupils do not leave before the end of term or arrive after the beginning of term. If arrangements are made outside of the published term dates, it is the parents' responsibility to arrange for the appointed guardian to accommodate the pupil for the necessary nights. The parent/guardian are to make all necessary travel arrangements, including collecting the pupil from the appropriate airport or railway station and delivering them to the School, and collecting the pupil from the School and delivering them to the appropriate airport or railway station.

It is the responsibility of the parent or appointed guardian to arrange the travel and transport to and from the School at beginning and end of terms, half term holidays and exeat weekends. It is the parent or appointed guardian's responsibility to inform the School in writing about all the details of travel arrangements made, prior to a child leaving the school for an exeat weekend or a longer holiday period. The School must know the exact details of a pupil's accommodation and methods of transportation. Under no circumstances will our pupils be permitted to stay in a hotel or rented accommodation, without supervision of their parent or appointed guardian.

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*For these reasons, you may find it easier to appoint a guardian who is located in, or who can provide a host family in, the north of England, ideally within a two-hour drive of Casterton.*

**Appointed guardians may also assist with:**

- Providing accommodation during half term School holidays and exeat weekends;
- Being a point of communication with your child's Housemaster or Housemistress;
- Visiting the School e.g. at parent/teacher meetings and other important School events such as plays, concerts, sports and social events, award presentations etc;
- Translation of School reports;
- Booking flights;
- Providing transfers to Casterton;
- Information and advice about living and studying in the UK;
- Purchase of uniform; and
- Transfer of payment of fees and pocket money.

The level of guardianship services required will vary considerably from one family to another so please do carefully consider what you will require from your guardian before appointment.

### **PARENT RESPONSIBILITIES**

- to appoint an educational guardian;
- to satisfy themselves that the appointed guardian is a fit person to have unsupervised care of their child;
- to satisfy themselves that the appointed person can provide suitable accommodation for their child when in the UK, but absent from Casterton, Sedbergh Prep School;
- to establish a guardianship agreement which clearly specifies what is expected of the appointed guardian and to satisfy themselves that the appointed guardian will meet these expectations; and
- to ensure that the School is provided with accurate contact information for the child's appointed educational guardian and informed in writing of any changes in the guardianship arrangements in place for their child.

### **SCHOOL HOLIDAYS**

All pupils are required to return home or stay with an appointed guardian during the half term and School holidays. Term dates are available to view at the following link [TERM DATES](#) (please ensure you view the correct academic year). Parents (or appointed guardian if delegated to do so) are required to book flights for all school holidays and to notify the Housemaster or Housemistress of holiday arrangements and to book School airport transfer if required via [mark.wenlock@sedberghschool.org](mailto:mark.wenlock@sedberghschool.org).