



# SHERFIELD SCHOOL

## GUARDIAN AGREEMENT

International students bring diversity and enrichment to UK schools. School pastoral staff provide vital support to international students, aiding integration and helping students get the most out of their time in the UK.

Educational guardians provide extra support to students, ensuring their welfare in and out of the school-grounds. An educational guardian acts as the overseas parents' representative in the UK and is independent of the school. The types of services they offer include but are not limited to arranging homestay accommodation and airport transfers, attending parents' evenings and generally supporting the student during their stay in the UK.

### **Our guardian expectations are listed below:**

- It is the overseas parents' responsibility to appoint an educational guardian for their child. It is important that the parents choose a responsible adult and one they feel confident will support their child in day-to-day circumstances, as well as in emergencies. If the child requires a visa under Child Student Visa, the intended carer in the UK must also meet the requirements set by the UK Home Office. It is advisable that a contract is in place between parent and guardian. The parents should also consider the support the guardian will provide to the child in the absence of the parents such as emotional, academic and, if applicable, religious guidance.
- Parents may appoint a close friend or family member, However, it is preferable that guardians are an AEGIS or BSA accredited guardian by visiting [www.aegisuk.net](http://www.aegisuk.net) or [www.boarding.org.uk](http://www.boarding.org.uk)
- The educational guardian should be of a minimum **age of 25** and should not be a university student. We, as a school, feel setting a minimum age is important in relation to ensuring the child is always in a safe environment. The school also feels that guardians, aged 25 and above, can provide the emotional maturity required to pastorally support the child.
- The educational guardian should have UK residency and ideally live within a two-hour traveling distance from Sherfield School (by car or public transport).
- The educational guardian should be English speaking (it is not necessary for English to be a first language, but a minimum level of fluency is required). This will help to ensure that we as a school can fully provide the best all round support for the student while in our care.
- The educational guardian must provide their full contact details and a form of Photo ID (for example, passport or UK driving licence) to Sherfield School and agree to keep the school informed of any changes immediately. In the event that the guardian is out of the country, or unavailable for any period of time, an alternative UK contact must be arranged and details communicated to Sherfield School in sufficient time.
- The educational guardian must be available 24 hours a day in case of emergency. Excellent communication is required of the educational guardian, keeping the school informed of all travel and accommodation arrangements, in writing, with at least one week's notice (email is preferred). Sherfield school can request a meeting or regular contact with the guardian e.g. email or telephone updates once a week.
- Any homestay accommodation arranged by the educational guardian must be safe, appropriately supervised, and of a good standard. Unsupervised hotel, B & B, hostel, or rental accommodation are not considered acceptable by Sherfield School. The school needs to be aware of arrangements in order to ensure that they comply with Child sponsor duties.



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- Following every visit, all students are interviewed or encouraged to complete an online survey. This ensures all guardians have met the minimum standards for boarding schools and Sherfield School is satisfied that the guardianship arrangement promotes the welfare, physical and emotional wellbeing of the boarder.
- An educational guardian is expected to attend parents' evenings and is welcome to visit Sherfield School by appointment in order to stay in contact with their student.
- An educational guardian is expected to uphold the ethos and values of Sherfield School at all times.
- An educational guardian is expected to respect and support the rights, religion and customs of the international student.
- An educational guardian must ensure that the student's legal documents (e.g. passport, visa) are valid and arrange renewal when necessary.
- In the event that there is a change in educational guardian and an alternative appointed, Sherfield School must be informed in writing immediately.
- Please be aware that Sherfield School can also consider whether or not they require the guardian to undertake any form of safeguarding training, at their own cost or at the guardian's cost to ensure that they are aware of potential safeguarding risks.
- Should a family member be appointed as Guardian and the school finds they are not fulfilling their responsibilities, the school reserves the right to request parents to appoint an AEGIS or BSA registered guardian.

## **Please Note:**

1) In accordance with Child sponsor regulations, students absent without reason for ten or more consecutive days will be reported to the UK Border Agency that may lead your child losing their right to study in the UK and their place with us withdrawn. For this reason, we encourage you to book flights for the final day of term (term dates are listed on our website a year in advance).

2) All parents & guardians should be aware that the student's place at Sherfield School could be compromised, should the responsibilities, as listed above, not be fulfilled.

3) Sherfield School has the right to reject the arrangements planned for a student beyond the school's jurisdiction if deemed unacceptable or inappropriate by the school. The parent would be expected to seek alternative arrangements deemed acceptable by the school and the school would be under no obligation to provide a place or continued place at school if no arrangements deemed acceptable by the school can put in place.

4) VISA REQUIREMENTS – As a student sponsor, the school has certain responsibilities it has to meet. Appointing a reliable education guardian is one way of ensuring that suitable care arrangements are in place. A CAS (confirmation of studies) will not be issued until the school is satisfied with the guardianship arrangements and that confirmation has been obtained that the guardian meets the Home Office requirements. Please visit [www.aegisuk.net](http://www.aegisuk.net) or [www.boarding.org.uk](http://www.boarding.org.uk) for guidance.



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It is essential and a legal requirement that all pupils living overseas should have a guardian in the UK who will act in loco parentis for them in instances that include:

- Illness, including being a 24 hour contact in case of an emergency and to whom the child may go for half-term, weekends and holidays when a pupil is unable to go home and who is able to deal with the child/ren's arrival or departure from airports if necessary.
- Pastoral and disciplinary matters
- Education and attainment matters, whereby you may also choose for the guardian to receive school communications, including school reports and to share these with you as part of keeping you informed of your child's attainment.
- Managing your child's personal allowance and arranging payment of any additional school expenses.



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## Guardian Consent

I, the undersigned, confirm that I will be acting as the guardian of \_\_\_\_\_, and that I have attached **photographic ID** confirming my identity and address to the school (for example, passport, UK driving licence).

### Guardian Details (please PRINT):

Name of Guardian:	
UK address of Guardian:	
Home Phone Number:	
Mobile Number:	
Email address:	
*Guardian Signature:	
Print Name:	
Date:	

\*Signature should match the signature that is used on the photographic evidence you are submitting.

I understand Sherfield school's requirements and responsibilities in relation to my guardianship duties and I have read the guardianship agreement.

### Parent Signature (please PRINT):

Parent 1 signature:	
Print name:	
Parent 2 signature:	
Print name:	
Date:	

I understand and have read Sherfield school's requirements in relation to the Guardianship agreement.