



SHERFIELD SCHOOL

Guardians and Lodgings Policies

This policy applies to pupils from Reception to Year 13

Created	September 2023
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Annual review	September 2025
Head of School	Caroline Taylor

Guardians and Lodgings at Sherfield

Parents are responsible for appointing guardians for their children and it is essential that each boarder who does not have a parent based in the UK is appointed a UK-based guardian to act on parents' behalf while the boarder is at school. Any arrangements for lodgings or homestays to accommodate pupils are to be made by parents or the guardian.

The school must be satisfied that the guardianship arrangements promote the welfare, physical and emotional wellbeing of the boarder. The boarding leadership team will check the suitability of guardianship arrangements and will raise any concerns directly with parents, agents or other agencies as necessary. It may be necessary for the school to discuss a change of guardianship should it be deemed to be unacceptable or unworkable (e.g. the guardian is not regularly based in the UK during term time).

A guardian's responsibilities include being an important point of contact for the house team, caring for the pupil when they are signed out of school, helping to organise travel to and from school at the beginning and end of term. The guardian is also there to be in regular contact with the boarders in their care, providing advice and support as needed.

A guardian will typically care for and take responsibility for a child if he or she is unwell, or cannot be at school for any other reason. The role may also include being authorised to make certain decisions concerning the pupil on the parents' behalf, such as consenting to dental treatment and supporting the school when dealing with matters of a more complicated nature.

A guardian could be expected to:

- Act as a point of contact for parents, children and the school
- Act on behalf of the parents in the event of a crisis and, where possible, care for a child in the event of temporary school closure.
- Provide children with educational and pastoral support (this may include attending matches, concerts etc.)
- Attend Parents' Meetings (this is to be agreed with parents of the child)
- Provide suitable and safe accommodation for half-terms and school holidays
- Liaise with the school about holiday arrangements



SHERFIELD
SCHOOL

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