

# FRENESHAM HEIGHTS

HEAD: Ben McCarey

## Guardianship at Frensham Heights

International students bring diversity and enrichment to Frensham Heights School. School pastoral staff provide vital support to international students, aiding integration and helping students get the most out of their time in the UK. Every international boarder must have an educational guardian who is based in the UK. Educational guardians provide extra support to students, ensuring their welfare in and out of school. 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; arranging homestay accommodation and airport transfers, attending parents' evenings and generally supporting the student during their stay in the UK.

The school do not recommend or provide guardians, and it is the responsibility of the parent/s to organise a suitable guardian. Contact details for the guardian must be shared with the admissions team before the student is on role. The guardian must be aware that they may be called upon by the school to support a student at any time.

Parents may appoint a family member or close family friend subject to any due diligence procedures the school considers necessary, as per NMS 22.3 of the Boarding Schools National Minimum standards (and see below note on UK residency), or alternatively an AEGIS accredited guardian, [www.aegisuk.net](http://www.aegisuk.net).

The guardianship arrangement must promote the welfare, and physical and emotional wellbeing of the child, as per NMS 22.3.

The educational guardian should be of a minimum age of at least 25 and should not be a university student themselves.

The educational guardian should have UK residency and ideally live within a reasonable travel distance (2 - 2.5 hours) from the school/college (by car or public transport).

If a child needs to stay in the UK for a school holiday they should go to their guardian. This should be someone the child is happy to stay with. Parents should choose a guardian they are happy for their child to spend time with.

Guardians will be contacted by a member of the admissions and Boarding team before the child arrives for the start of the new school year (staff conference days in early September).

**In the event that there is a change in educational guardian and an alternative appointed, the school must be informed in writing immediately.**

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The 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.

The school will need to be satisfied about the care arrangements prior to issuing a certificate of sponsorship (CAS). Evidence will need to be submitted with the visa application. The school will need to be notified of any changes whilst the student is in the UK.

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). The school can require a meeting or regular contact with the guardian e.g. email or telephone updates.

At the end and start of term if a child is catching a flight from and to the UK and there are any issues with delayed/cancelled flights etc the child should be able to call upon the guardian for help.

For the Early May Bank Holiday, the school has an exeat weekend, and the boarding houses are closed. A child should be able to stay with their guardian this weekend if their parents are not in the country or they are unable to go home. The same applies to half term breaks.

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. Parental approval must be sought by the educational guardian for such an arrangement and the school must be in agreement. The school needs to be aware of arrangements in order to ensure that they comply with requirements under the Child Student Sponsor Route.

An educational guardian is expected to attend parents' evenings and is welcome to visit the school by appointment in order to stay in contact with their student.

An educational guardian is expected to uphold the ethos and values of the 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 be prepared to support the renewal and validity of all legal documents (e.g. passport, visa) so that they are valid.

Please note that we must have parents' consent for their choice of Guardian and for permission to retain these records through signed agreement on our Guardianship Form.

## Responsibilities of Guardians:

- To provide a 24-hour point of contact throughout the School year.
- To be ready to accommodate and take responsibility for the student at short notice in case of emergency or crisis.
- To provide safe and suitable accommodation for the student with an appropriate degree of care and supervision when they cannot be accommodated at School and to liaise with the Boarding House staff regarding these arrangements. Occasions are likely to include, but are not restricted to:
  - Optional Exeat Weekends, half-term breaks and longer holidays
  - Days at the start and end of term when a student's flights do not coincide with term dates
  - If a student is ill or injured and needs to recuperate away from School
  - If a student requires to leave School for isolation or quarantine purposes as a means of protecting the School community during a pandemic.
  - If the School requires a student to leave for disciplinary reasons or because the School determines it to be in the student's best interests
  - Any other occasion when the student is released from the School
- If, during term-time, an educational guardian is required to be away from their UK home they must inform the School so that appropriate alternative arrangements, duly authorised by the parents in writing, can be put in place.
- To liaise with the School over all matters relating to the student's welfare, including pastoral, academic and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To attend important parent and teacher meetings or any other important meetings at the School on behalf of the parents.
- Be familiar with the School's policies and procedures;
- Visit the student and act as a point of contact at all times during term.

Last updated: January 2025

Related Policies: Admissions Policy; Safeguarding Children and Child Protection Policy