

Guardians for children whose parents are living outside the United Kingdom

The duties of the Guardian may include:

- All travel arrangements to and from the school are the responsibility of the parents or nominated Guardian.
- Guardian to be available to provide accommodation for pupils, e.g. during half term holidays or at the start and end of term.
- Guardian to support pupils at Parents' Evenings, Careers Evenings and other school events which parents cannot attend and relaying information to them as appropriate.
- Guardian to provide a point of contact between the school and parents on issues such as health care, or where permission is needed for certain trips or activities. For this to be efficient and effective, Guardians should speak and write English.
- In an emergency, to come to the Royal Alexandra and Albert School to collect a pupil at short notice, and if necessary, to take him/her to hospital or provide accommodation for them.
- Guardian to keep House staff informed of any period of time when the Guardian will not be available to fulfil guardianship duties.

The following procedures *must* be followed:

- For ALL children under the age of 14 the Guardian or another nominated responsible adult will be responsible for meeting your child(ren) and accompanying him/her/them to and from the school at the commencement and end of each school term.
- If your child has a brother or sister, over the age of 14, who will be leaving the UK on the same flight, then this older brother or sister can accompany the younger sibling.
- The Guardian or a responsible adult that accompanies any child(ren) under the age of 14 to the airport must be prepared to remain at the airport until the flight has left. ***(This is an airline regulation).***
- All travel and guardian arrangements made for your child(ren) at the end of term must be advised IN WRITING to the Housemaster/Housemistress a minimum of a week before the end of term. In the event of a Guardian being unable to carry out the above instructions the responsible nominated adult must be communicated to the Housemaster/Housemistress when notification of end of term travel arrangements are being made