

Instructions and Advice for Guardians

It is a requirement that all pupils at the Royal Alexandra and Albert School whose parents live overseas have a guardian in the UK. Please inform the person you have nominated as Guardian of the information below:

- Guardians should be available 24/7 as they act on behalf of the parent.
- The Guardian should be aged 25 or over and reside within 2 hours of the school. Ideally this person should be a relative of the pupil, rather than a family friend. If the Nominated Guardian is employed by a guardianship agency, please check that they agency is of reputable status and a member of AEGIS.
- The Guardian's proficiency in spoken and written English should be of a good standard to allow for efficient and effective communication with the school.
- All travel arrangements to and from the school are the responsibility of the parents or Nominated Guardian.
- Guardian to be available to pick up and drop off pupils at school at the beginning and end of the holiday periods. Please note that if the Guardian is accompanying a child under the age of 14 to an airport he/she must be prepared to remain at the airport until the flight has left. This is an airline regulation.
- Guardian to be available to provide accommodation for pupils, e.g. during half term holidays or at the start and end.
- Guardian to inform House staff in advance of the pupil's travel and accommodation arrangements for all half terms and the 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. The Guardian must therefore be available for medical emergencies/hospitalisation, or epidemics – this is at the discretion of the Health Centre Manager.
- In an emergency, whether medical or behavioural, the Guardian must come to the Royal Alexandra and Albert School to collect a pupil at short notice and provide accommodation for the pupil.
- The Guardian to keep House staff informed of any period of time when the Guardian will not be available to fulfil guardianship duties.

In light of the above, it is essential that we are able to contact the Nominated Guardian immediately in an emergency. Please therefore complete the Guardian form which has been included in your new pupil information pack.

Guardians for children whose parents are living outside the United Kingdom

The following procedures **must** be followed:

- Any child whose parents do not live in the UK is required to have a Guardian resident in the UK who can be contacted in case of an emergency (including medical emergency) or to make travel and holiday arrangements for your child.
- All travel arrangements to and from the school for your child(ren) are the responsibility of the Parents.
- 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

Notes: We anticipate children returning to school at the start of term from 4pm onwards. We appreciate that this could be difficult for some overnight flights which arrive early in the morning.

However, if you know that your child(ren) will be arriving at his/her House before 4pm, you should in the first instance contact your child's guardian to arrange for them to bring your child to school at 4pm. If this is not possible, we would be grateful if you could advise us a minimum of a week before of their earlier arrival time. Early arrival entails preparation, such as confirmation of catering requirements etc.

For information on reputable guardianship organisations please contact:

AEGIS (*the Association for the Education & Guardianship of International Students*)
The Wheelhouse
Bond's Mill Estate, Bristol Road
Stonehouse
Gloucestershire
GL10 3RF

Tel: +44 (0) 1453 821293 or email: info@aeGISuk.net