



Dear Parents and Guardians,

As you know, it is a legal requirement that a guardian be appointed in this country to be responsible for your child if you do not reside in the UK. It is also, perhaps, a provision that should be made if parents travel frequently overseas.

The nominated Guardian or Guardian Agency should not only act administratively, organise accommodation for half terms and holidays if required, but be able to act immediately in the event of an emergency, illness or an incident concerning your child. They must be in a position to collect her from school and take care of her should the circumstances arise, or should any emergency event force the School to close down to cope with a crisis. I would also like to point out that if the nominated Guardian is to be out of the UK themselves during term time, you must appoint another responsible person in their absence and we must be kept fully informed of contact details.

It is imperative that we have the up to date and full contact details of your nominated Guardian and we would appreciate your completing the attached form and returning it to us as soon as possible. The names and contact details of House Parents, where these differ from the Guardian, should also be indicated.

A more detailed description of requirements from your appointed guardian is attached herewith. It can also be found in the Boarding Handbook.

Thank you for your assistance in this matter. Your child's safety and well-being is of paramount importance to us.

With kind regards,

Lesley J. Henk
Senior Housemistress

Excerpt from Boarding Handbook

24 Guardians

All boarding pupils at Wychwood School, no matter what age, whose parents live overseas or more than half a day's travel from the School are required to have a guardian appointed, who is resident not more than 2 hours journey from the school. The guardian will be appointed by the parents to act 'in loco parentis' and must be able to respond readily to an urgent call to be at the school on behalf of their charge.

24a Guardian accommodation provision

Parents using Guardian Agencies must ensure that they are able to provide the following services:

- In case of illness: if pupils are too ill to attend lessons, they will be sent to their guardians. Guardians must therefore be prepared to accommodate their charges in these circumstances
- In the event of a pandemic: in the case of an outbreak such as COVID 19, the school may be closed and all serviced suspended. It is therefore vital that all overseas boarders are able to be accommodated in at a moment's notice – within the first 12 to 24 hours – by their guardian
- Suspension: on rare occasions a pupil may be suspended for a period of time for serious misbehaviour. It may be necessary for the boarder to serve the period of suspension at the home of the guardian. It will be necessary for the guardian to visit the school to discuss the circumstances of the suspension.
- In the absence of the guardian: if for any reason a boarder cannot be accommodated by their appointed guardian, the guardian must immediately inform the housemistresses of this fact and provide full contact of alternative temporary guardianship to which the parents of the boarder must have given written agreement.

24b Medical issues

- Guardians should have knowledge of any special medical conditions or medical history relating to their charges and ensure this knowledge is passed on to the housemistresses in writing.
- Guardians must be prepared to act for parents in granting permission for urgent medical treatment

24c Travel Arrangements

- If guardians have been appointed by parents to make travel arrangements for their wards to and from school, the housemistresses must be notified of these arrangements. In the case of pupils under 16 years, some airlines demand that they travel as an 'Unaccompanied Passenger' and forms from the airline must be completed along with the boarder being taken to the airport and checked in by an appointed adult. The guardian is responsible for providing this service. In addition, the Airline Bus Service from Heathrow and Gatwick Airports will not take unaccompanied children under 15 years. This problem can be occasionally overcome by the junior and senior boarders travelling together but in the event that a boarder is required to travel alone, then it is the responsibility of the guardian to accompany them to and from an airport.
- The school is not staffed until the day the boarders return and so guardians must care for the boarders until the day the boarders are allowed to return if long haul flights do not allow the pupil to arrive on that day.
- Travel arrangements for exeats and half terms must be communicated in writing to the housemistresses one week in advance of the date of departure. In the case of a guardian agency appointing a house parent, the full details of the house parent must be given in writing to the housemistress along with travel arrangements.

24d Bank Accounts for Pupils

- Guardians are responsible for assisting their wards to open a bank account if required. The School will assist with any documentation required.
- In the event that their charge may require more cash than they have been given for pocket money (for unexpected travel for instance), then the guardian should be in a position to provide that pupil with additional funds or provide written instructions, in conjunction with the parents, to the bursar to provide a specified sum of money that will be added to the termly bill. The Bursar will only provide additional funds if school fees are paid up to date.

24e *Listed below are guidelines for appointed guardians which should ensure that the pastoral partnership between the guardian and the school is effective.*

- The first contact for all guardians is the Housemistress of the pupil's boarding house. All email correspondence concerning their charge should be addressed to permissions@wychwoodschool.org

- Guardians should have a fluent knowledge of English to be able to communicate well with the housemistresses and other relevant parties at school. They should also be able to communicate fluently with the parents of their ward, especially when the parents' knowledge of the English language is scant.
- The information that the guardian provides to the school should be accurate and up to date, especially in the case of contact numbers. The school must be informed immediately of any changes with a copy to the Housemistress.
- Guardians should always inform the Housemistress if they are to be away from home and / or out of the country on holiday or business and provide the name and full contact details of a temporary guardian, to be also agreed upon by the parents.
- Guardians should keep in regular contact with the Housemistress and should always inform the Housemistress if the pupil has revealed a concern or a medical problem of which we should be aware.
- Guardians are expected to maintain regular contact with their wards.
- If families are used by guardianship agencies in order to accommodate pupils at any time when the pupil is not at school, then the agency must ensure that all such host families are subject to, and have satisfactorily passed the current security checks stipulated by the government.
- It is to be hoped that guardians may wish to support their wards at school events and attend Parents' Evenings. It is very important that pupils are represented by their guardian to help them fully understand discussions, give encouragement, help make decisions and ensure their wards feel cared for in the absence of parents.



Wychwood School
OXFORD

NAME OF DAUGHTER:.....

NAME OF GUARDIAN:.....

ADDRESS:.....

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TEL NO DAYTIME:.....**TEL NO NIGHT:**.....

MOBILE TEL:.....

EMAIL:.....

PARENT'S NAME: (please print).....

PARENT'S SIGNATURE:..... **DATE:**.....

NAME & CONTACT DETAILS OF ANY OTHER HOUSE PARENT, RELATIONS OR FRIENDS TO WHOM YOU WOULD GIVE YOUR PERMISSION TO TAKE YOUR DAUGHTER OUT ON A WEEKEND OR OVER HALF TERM

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EMERGENCY CONTACT DETAILS OF PARENT(S):

Mother:

Landline:.....**Mob:**.....**Email:**.....

Father:

Landline:.....**Mob:**.....**Email:**.....

GUARDIAN'S NAME: (please print).....

GUARDIAN'S SIGNATURE:..... **DATE:**.....