

GUARDIAN'S DECLARATION

I hereby undertake the role of Educational Guardian as defined below, and to follow applicable school policies and instructions.

I confirm that the contact details provided overleaf are correct.

Guardian's Role and Responsibilities:

- Act with delegated parental authority in the case of an emergency and in other matters agreed by the parents;
- Provide suitable living and studying accommodation in accordance with the Children Act (1989) and other UK legislation;
- Respect and support the rights, religion and customs of the international pupil
- Ensure that any pupil requiring medication receives the prescribed dosage and that the administration of drugs is recorded in accordance with the medical information supplied by the School's medical centre;
- Ensure that pupils receive any medical attention they may require. Full details of any visits to the doctor/hospital and any drugs prescribed must be passed to the school medical staff upon the pupil's return;
- Ensure that the pupil in their charge is resident with the guardian during half-term or full holidays, unless they are going home: Bed and Breakfast or Hotel accommodation does not fulfil this requirement unless the guardian is staying with the pupil at the same establishment;
- Provide safe care during any absence from the School, for example, long term illness or exclusion. In the unusual event of the School having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil;
- Collect and return the pupil to and from the School in accordance with the published term dates or ensure that suitable arrangements are made and confirmed in writing with the School;
- Be willing to receive school reports and other communication from the School and attend Parents'/Guardians' Evenings if requested to by the pupil's parent.
- Provide immediate contact information if they are away from their UK home or out of contact for any period of time. This second contact must be appointed by the guardianship organisation or fully authorised by the parents and will be subject to the same requirements as the main appointed guardian;
- Be familiar with the School's rules, regulations and policies;
- Notify the school of any change of email or mailing address or contact numbers.

Signed:

Dated:

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