



Educational Guardian Policy

1	St Michael's School makes it a condition of entry that parents based overseas appoint a UK-based educational guardian to support their son or daughter whilst in attendance at St Michael's School.
2	The role of the educational guardian is to act on behalf of the parent when the parent cannot be present to the extent to which the parent has agreed to delegate specific parental roles and responsibilities. The role of an educational guardian is to support family circumstances and the School, and the educational guardian agreement can be tailored to this purpose. Hereafter 'guardian' shall refer to the educational guardian as outlined above. The educational guardian is not a 'legally appointed guardian'.
3	Where parental business and other commitments and circumstances, such as geographical distance, time or language differences, may make immediate contact between the School and parent less reliable, we ask parents to choose an educational guardian who is prepared to undertake responsibilities of a wide-ranging nature.
4	Parents may appoint a professional guardian, however it can also be allowed to be a family friend or a relative who is resident in the UK. For practical reasons, the guardian should live within a reasonable travelling distance from the school- ideally not more than 2 hours by car.
5	St Michael's stipulates that the educational guardian should be an adult over the age of 25, fluent in the English language, who has a permanent place of residence in the UK (and not regularly involved in travel overseas) and can be easily contacted.
6	If the guardian is out of the country during the School year for a period of any significance, a suitable person must be appointed (with School and parental agreement) to cover the period of absence.
7	In many cases, the guardian appointed will be a close relative or close family friend, but professional guardianship companies do exist. Fees for guardianship services do vary but any remuneration paid to an educational guardian is a private matter between the parent and educational guardian. A useful website for information is www.aegisuk.net
8	The School will expect to hold a copy of the details of the agreement between parents and guardian on file for reference purposes and will expect to be kept informed of subsequent changes made to that agreement.

The Role of an Educational Guardian

St Michael's does not have a system of compulsory exeat weekends and at half terms students are allowed to remain in their boarding accommodation. This is on the understanding that junior students, Years 7-10, participate in the programme of events, whilst older students are expected to plan university visits and undertake any work experience opportunities. In other words, the time spent over the half-term is structured and not spent sleeping in bed.

However, across the school year we will have times when the support of a guardian is necessary:

Accommodation

- The School is closed between the published term dates. During these periods essential services at the School are shut down. If for some reason a student cannot travel home, the School expects the guardian to assume responsibility for their accommodation.
- When the student is unable to make their flight home due to unforeseen circumstances such as extreme weather, strikes that cause flight cancellations, then the School expects the guardian to assume responsibility for their accommodation.
- If students are required to be away from School unexpectedly for example, for medical or disciplinary reasons, or the closure of the School because of a major epidemic crisis the School expects the guardian to assume responsibility for their accommodation.
- Where any travel arrangements involve a flight that leaves after the end of term date, the guardian will be expected to arrange safe overnight accommodation. (*At the end of term, the boarding remains open for 24 hours, so if term ends on a Friday at 15:30, students must be leaving for the airport by 15:30 the following day*).

Safe Travel Arrangement

- The guardian needs to be made aware of any alterations to a pupil's travel arrangements and of any delays in transit and should agree to keep the School informed of these.
- If your child is booked in for a flight as an '*Unaccompanied Minor*', the guardian must be tasked to assume responsibility for meeting the flight and completing handover documentation. This applies to both inbound and outbound flights.
- The school can provide a taxi transfer to an airport but if a student needs assistance for checking in and departure, then the School expects the guardian to assume responsibility for this. The School can provide a transfer from boarding to the guardian's residence, if so required.

Support & Information

- Supportive, caring guardians, in regular contact with a pupil, make a valuable contribution towards the development of that pupil's successful school career.
- With the parents' agreement, guardians are encouraged to attend Parents' Evenings and other functions throughout the School year.
- Guardians are encouraged to be in regular contact with the Head of Boarding & house parents. A guardian may become the primary point of contact for the school, where there is no immediate access to the parent or the urgency of the situation requires it.
- An appointed guardian should agree to keep the parent informed of any School concerns at the earliest opportunity.
- A guardian maybe required to translate personal information for the parent.
- A guardian may receive copies of reports if the parent so wishes