

GUIDELINES FOR GUARDIANS

Dean Close School requires all students (including those over the age of 18) who have parents living overseas to have a UK-based guardian.

The guardian should be an adult over the age of 25, and be prepared to undertake the following responsibilities:

1. To act as *loco in parentis* and to take responsibility for the welfare of the student for holiday periods, half-term breaks and exeat weekends. Guardians should provide accommodation with adequate adult supervision and suitable living and studying accommodation. The School must be informed of the arrangements made.
(see Note 1)
2. Arranging for accommodation for students in emergencies (e.g. suspension or expulsion as a result of severe infringements of discipline; or for a long-term illness).
3. Authorising or making travel arrangements (tickets, visas etc.) as required, and informing the School in advance of the times of departures and arrivals.
(see Note 2)
4. Providing a point of contact for discussion of matters concerning general welfare or academic progress of the student. (Ideally, guardians will attend Parents' Meetings). Where necessary, and if able, guardians may also assist with communication between the School and parents if there is a language barrier.
5. Acting for parents in granting permission for:
 - (a) Overnight leave-out at weekends;
 - (b) Urgent medical treatment;

Guardians should be a person who is not involved in travelling overseas other than for holidays. Guardians must inform the School if they are away from their usual address for any length of time and let the School know how they may be contacted in an emergency.

Guardians should ensure that they register, as necessary, with their local Social Services and Police Station as required under the Children Act 1989. They should also hold appropriate insurance and third party liability cover.

Note 1: Accommodation during holiday periods must comply with the School's standards of pastoral care. Guardians must inform the School at least a week in advance of school holidays where the student will be staying.

Note 2: It is very important that students are in attendance at Dean Close from the first day of term, right through to the last. The School provides a full programme of lessons and activities and students will be disadvantaged by late arrival or early departure.