

GORDON'S SCHOOL

GUARDIANS FOR RESIDENTIAL BOARDERS POLICY

The core principle that guides everything we do is **Putting Students First**.

Parents living outside the UK **must** nominate a guardian aged over 25 years, who is not one of the parents, resident permanently in the UK and who undertakes to be responsible for their child should s/he be required to leave the School for any reason during term.

This ensures that:

1. There is always someone to contact in the UK in the event of an emergency.
2. Students always have somewhere to go at exehats/holidays if they are not returning home.
3. **There is somewhere for students to go in the event of a medical emergency or disciplinary matter necessitating withdrawal from the Residential House, so that the student may continue to attend the school as a Day Boarder without disruption to their education.**

Parents living in the UK but some distance from the school must ensure that students can leave the school at short notice as above in points 1,2 and 3, and may also consider appointing a guardian close to the school. If this is the case, please also use this form to notify the school of such arrangements.

Procedure:

1. The appointment of guardians is the sole responsibility of the parents or family of the student.
2. Guardians will preferably be a family member (not a parent) /close friend who, if possible, lives a reasonable distance from the school.
3. Guardians must sign to acknowledge their responsibilities viz. that if the school contacts them and asks them to collect a student (e.g. because of illness or discipline) they will do so.
4. No employee of Gordon's school, and no member of their family living in the same premises as the employee, may act as a guardian to a Gordon's student, since this could be, or could be perceived to be, a conflict of interest.
5. Gordon's School is unable to recommend or appoint guardians, but if necessary, parents could contact AEGIS accredited guardian organisations. www.aegisuk.net
6. Gordon's School will send a Guardian Form for completion by the parents which is countersigned by the guardian (Appendix 1).
7. Appendix 1 (fully completed) is to be returned to the Admissions Registrar before the student commences residential boarding.
8. A copy of the form will be held in the student file and by the appropriate Head of House.

Rob Pavis
Deputy Head (Pastoral)

March 2018

Appendix 1
Guardian Form for Residential Boarders (Weekly and Full)
(One form per family)

Name of student(s)

First name	Surname	Boarding House

As parent/carer of the residential boarder(s) named above, I have appointed the following person to act as residential guardian for my child (children):-

Name of guardian	
Relationship to child (children)	
Address of guardian	
Guardian's contact details	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	

This guardianship begins when the student(s) join(s) Gordon's School and shall remain in effect for their time at the school.

Signed (parent/carer).....

Print name (parent/carer).....

Please pass this form to the guardian for signature.

- I agree to act as guardian for the student(s) named above and understand my responsibilities as guardian viz. if Gordon's school contacts me and asks me to collect the student(s) named above, I will do so and take him/her/them home with me, until the parent/carer is able to take over responsibility.
- I confirm that the details above are correct and agree to inform Gordon's School of any updated details in writing.

Signed (guardian)

Print name

Date

PLEASE RETURN THIS FORM BEFORE THE STUDENT STARTS RESIDENTIAL BOARDING TO: SIXTH FORM REGISTRAR (Sixth Form)
GORDON'S SCHOOL, West End, Woking, Surrey, GU24 9PT, UK
Email address: sixthformregistrar@gordons.surrey.sch.uk