

## 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, or parents who live sufficiently far away from the school that collecting their child at short notice is not possible, **must** nominate a guardian aged over 25 years, who is 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 at short notice, usually on the same day, during term.

The appointed guardian **must** be available to collect the child at short notice, usually on the same day, if the School considers that the child cannot be accommodated at school under normal boarding arrangements. This may include for disciplinary reasons, for medical reasons, or for safeguarding reasons.

If for any reason the guardian is temporarily unavailable for any period of time, the School must be notified in advance, and an alternative arrangement by the parents must be in place.

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 exeat/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.**

#### 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](http://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)**

**September 2019**

**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: ADMISSIONS REGISTRAR**  
**GORDON'S SCHOOL, West End, Woking, Surrey, GU24 9PT, UK**  
**Email address: registrar@gordons.school**