

## **GODOLPHIN SCHOOL**

### **GUARDIAN POLICY**

Original Policy: 2016

Review: August 2019

Next Review: August 2020

Monitored by: Deputy Head (Pastoral)

See also: Boarding Policy



**Guardian Policy**

- Parents of international students should be aware that their daughters must have a guardian over the age of 25 in the UK for the whole period of her stay at Godolphin.
- Guardians must be available to look after students during fixed Exeats, half terms and at any other time which the school deems necessary. We therefore strongly recommend that the guardian lives within 90 minutes of the School. It is expected that the guardians will take an active interest in a girl's progress at Godolphin and guardians are encouraged to attend School functions on behalf of the parents, including meetings about the girl's educational progress.
- Parents rather than the School are responsible for the welfare of their child whilst staying with the guardians concerned and all travel arrangements.
- Parents and guardians are responsible for the girl at Exeats and during holidays. Godolphin School will take no responsibility for the girls once they have left School for the holidays or Exeats.
- The guardian needs to be aware of timings for beginnings and end of term and Exeats. It is important that the girls are not waiting at the end of term or brought back early. For example, the guardian needs to collect the girl on time on Friday by 4.30p.m and not return before 6pm on Sunday (or the end of Exeat) since the School and boarding houses will be closed.
- The parent or guardian must inform the School of where each girl will be staying for each Exeat or holiday, including an address and phone number if not returning home. This includes details of flights. This needs to be done at least two weeks before the end of term or 10 days before Exeat.
- The girls must stay with either their host family or a family relative/friend that the parents have agreed and approved in writing.
- Godolphin School strongly discourages girls from staying in a hotel or bed and breakfast on their own or with School friends. This would be against our School Guardian policy.
- Please ensure that Host families are also aware of this policy.

Student's name.....

Guardian's name: ..... Guardian's Signature: .....

Date:.....

