



## Education Guardianship Policy

### To parents who live overseas

The school requires that, for all pupils whose parents live abroad either all or part of the time, a UK based Guardian must be appointed to act as the parents' representative in this country during the pupil's time at Bloxham.

It is not the responsibility of the school to find or appoint the Guardian, this responsibility rests solely with the Parents. It is not considered good practice for schools to appoint recommend guardians, since the responsibility of the Guardian is to the pupil and his or her parents rather than to the school. We strongly recommend that Guardians are registered with AEGIS [AEGIS | The Association for the Education and Guardianship of International Students](#) We can provide contact details for AEGIS registered guardians that are known to us.

Guardians can also be relatives living in the UK. Proof of relations will be required.

If the Guardian is not registered with AEGIS, we require the Guardian to meet the pupil and House staff at school within the first week of their arrival.

### Documentation

The school will require the following documents from the Guardian, in advance of the pupil's arrival at School:

- passport
- proof of right to remain in the UK if not a British Citizen
- proof of UK address (utility bill)

### The role of the Guardian

The Guardian must be willing to act as a parent would and therefore must:

- be capable of providing care for the pupil in a cheerful home environment as would a reasonable and responsible parent.
- be able to be contacted by the school at any time of day or night during term time in case of emergency. This includes the duration of the pupil's journey to/from the school door.
- be responsible for the pupil at all times when they are in the UK and/or his or her parents are out of the country.
- be responsible for making suitable arrangements for the pupil during exeats, long weekends, and holidays whenever the pupil is unable to return home and should inform the Housemaster or Housemistress of these arrangements well beforehand. Guardians should also be willing to look after the pupil for the occasional weekend away from School in addition to school holidays and exeats.
- be willing to receive the pupil at home if he or she is too unwell or is suspended or required to leave the school for any other reason.
- live within a 2-hour radius of the school.
- Homestays – full details including the address and hosts must be provided, in writing, to House staff at least 48 hours in advance of the visit.
- Guardians must have a level of English that will ensure effective understanding and communication.
- Guardians must be over 25 years old.
- Guardians are expected to attend Parents' Evenings in place of parents and take and communicate decisions regarding the pupil's education, pastoral care, and other needs.
- Guardians should be willing to attend a pupil's special days if the parents are not able to: Founderstide, prize giving, matches, concerts etc.



# Bloxham School

- If a pupil is invited to spend the weekend with a friend from school the parents must advise the House staff, in writing, and the Guardian, at least 48 hours in advance with full details, in case of emergency over the weekend.

## General

- Pupils are not permitted to stay with older siblings/relations in university accommodation.

## Airport Transfers & Transport

- Guardians should ensure that flight details are passed on at least one week before they are due to arrive or return in order for school to provide transport if needed and that the travel arranged is appropriate for the student.
- Guardians are responsible for monitoring all flights/transport and must assume responsibility for the pupil in the event of any delays/cancelled flights or missed flights. Guardians must collect pupils if their flight is cancelled/missed. Pupils are not permitted to stay in airport hotels/alternative accommodation.
- Should the minibus or school taxi timings mean that the pupils have a wait of over 2 hours, Guardians are responsible for incoming/outgoing airport transfers
- The school sends our own CRB checked staff to London Heathrow to transport international pupils to/from school/airport. These journeys must be booked in advance with our Operations and Logistics Manager <https://forms.office.com/r/jKscky90Q6> Pupils are given instructions as to the meeting point for the transport and Bloxham School assumes responsibility for the pupils once they get into the minibus/school taxi. Once pupils leave the school grounds or school transport, they are the responsibility their parents/guardian, and their movements should be monitored by these parties accordingly.
- For pupils making their own way to/from school we assume/abdicate responsibility for the pupil on their arrival/sign in/out of their boarding house. Pupils are required to travel to/from school in private vehicles if they are not taking the minibus/school taxi.

## School support for the Guardian

The school seeks to support the Guardian fully in the same way we would support a parent. In particular, the Guardian:

- is free to always contact the pupil's Housemaster or Housemistress concerning the pupil's progress and regarding arrangements.
- will receive a school calendar of events at the beginning of term and notification of all School announcements and holidays.
- will receive copies of School reports in the event of the pupil being unable to return home in the holidays and in addition to parents, if the parents wish. The school requires written permission from the parents for the Guardian to receive school reports.
- will be very welcome at all School functions to which parents are invited.
- will, always, be encouraged to take an interest in the pupil's progress and welfare.
- Parents who reside outside of the UK are required to complete an Education Guardianship form which provides the school with full details of the Education Guardian and, by signing this, both parents and guardians agree the responsibilities which the parents have delegated to the Guardian.

Parents must inform the school immediately if there are any changes to any details relating to the Guardian.

May 2025