



STAMFORD

Dear Parents

### **Guardians for Overseas Boarders**

I am writing to you to remind you about our requirements regarding Guardians for Boarders whose Parents live overseas.

The pastoral care and welfare of all our students is a major priority here at the Stamford School, and we do need to ensure that the guardians appointed by you are fully aware of their responsibilities, so that our high standards of care for your children are maintained throughout their time in the UK.

These responsibilities cover the following:

- **The beginning and end of each school holiday**
- *We publish the dates and times of school transport to and from airports in good time. If the flights you book for your child do not correspond with these, then we would expect the guardian to ensure your child's safe journey to and from school. If accommodation is needed before or after the published starts and ends of term then we assume the guardian will provide this.*
- **Half-term holidays**
- *We expect the guardian to collect your child from school at the published time and return him/her according to the times given in the House handbook. 6<sup>th</sup> form boarders may make their own way to and from the boarding house. We also expect that the guardian will provide accommodation of a style similar to the boarding house and offer an appropriate degree of care and supervision.*
- **Illness requiring care and supervision out of school**
- *Boarders who are unwell are initially assessed by the School. The Guardian will be informed and expected to collect the student if they are too unwell to attend school and take them home and look after them until they have recovered sufficiently to return to School. If the illness is such that isolation is required (including vomiting and diarrhoea) the Guardian should collect*

*the student within 24 hours, and only return them according to advice given by school medical staff*

- ***Please note that we do not have the appropriate facilities to isolate pupils, nor to provide the 24 hour care needed for sick pupils beyond time limits described above.***
- **Attendance at medical, dental, optometrist appointments which require transport and/or a responsible adult to be with the boarder**
- *We will provide a member of staff to take boarders to routine dental or medical appointments, or in case of sudden illness or injury. For appointments requiring transport outside Stamford and/or a responsible adult to remain with the boarder we would expect the guardian to escort the boarder, as part of their agreement with you. If the Guardian is unable to provide this support, we will endeavour to provide a member of staff to accompany the child. The costs incurred (transport and the member of staff's time) will be added to your next school bill.*

In addition to these responsibilities which we would ask you to ensure the guardian is made aware of, we would welcome the guardian to come to school at any of the following:

- On any occasion when meetings are required which Parents would otherwise attend to discuss academic progress or for information
- All musical concerts and drama productions
- All Chapel Services

I attach a Guardian Declaration Form to be completed by you and returned to the relevant Houseparent prior to your child's return. We would also ask that you discuss this letter with your child's Guardian and ensure that they also complete and sign their part of the form.

If you are engaging friends or family to act as guardian, please ensure they are willing to fulfil our requirements. If you are looking for a guardian, we would strongly encourage you to select a guardian who is registered through AEGIS. This is an organisation that requires guardians to meet several criteria before they can be registered, and you can be sure that your child would be well looked after. A list of AEGIS-registered Guardians may be found at [www.aegisuk.net/](http://www.aegisuk.net/). While some of these agencies are based far from Stamford, they are all able to provide host families nearby.

Please do not hesitate to contact me if you have any questions about this letter.

Kind regards

Yours sincerely

Mark Steed

Interim Principal  
Stamford School

Please note:

**Change of Circumstances** – The Guardian is required to inform the School of any change of address or contact details (phone/e-mail), or if they will no longer be the student's Guardian.

**Change of Guardian** – Should Parents feel it is necessary to change the Guardian, we ask that you provide us with the details of the new Guardian as required on the Guardian Declaration Form, a copy of which they must complete and return to the school *before* taking over guardianship of your child.

Further information regarding the appointment of guardians can be found in the SS Boarding Handbook.