

Guardian Guidance

A guardian is an adult that acts on behalf of international students' parents while their child is studying in the UK. Guardians have a responsibility to support the students in their care in order to help them make the most of their time at Bootham and in the UK. The guardian should act as a regular point of contact for students, parents and the school and should take an active interest in the progress and wellbeing of the student(s) in their care.

It is a requirement that **all** Bootham School boarders (including those aged 18 or over) who have parents living overseas are appointed a guardian who is resident in the UK and speaks the student's home language. This is arranged by the student's parents and may include a guardian agency, a family member or a family friend. The school requires that any guardian is a minimum of 25 years old but preferably over 30 and strongly recommends that any guardian or homestay that is used by one of our boarders undergoes a Disclosure and Barring Service (DBS) check. In general, we would look to a guardian to provide the following support for boarders:

- A guardian acts on behalf of the parents, attending meetings with school staff and relaying comments to the parents.
- They help students adapt to their new life and school regulations, taking an active part in the student's school life. A guardian may give help and advice over examination choices and university selection, including assistance with the completion of application forms if required.
- They keep regular contact with the student during term time and assist with any problems that may arise.
- A guardian will organise suitable home stay accommodation with host families for exeat, half term breaks, or longer (holiday) periods.
- Guardians may arrange flight reservations and tickets when asked and arrange collection and/or transport from school, host family or airport at the beginning and end of all holiday periods. They will also need to ensure that suitable quarantine and testing arrangements are made if this is required.
- A guardian will be available to both students and parents in case of emergency. A guardian should be available to have the student stay with them at short notice in the event of illness or disciplinary action meaning that the student needs to be temporarily removed from the school. A guardian who lives some distance from Bootham, for example London or Edinburgh, will not be able to respond in the time we would expect.

The Guardianship Policy and Agreement you will have been asked to complete prior to the CAS (Certificate of Acceptance for Studies) being issued will cover all of the above in more detail. At Bootham we value our positive relationships with guardians, have spent many years working closely and building positive relationships with a number of individual guardians and guardian organisations, and are always happy to arrange phone calls, meetings and visits to give feedback on student progress. We strongly recommend using an AEGIS registered guardian. The AEGIS website (www.aegisuk.net) or the BSA website (<https://www.ukbsa.com/bsa-certified-guardian-scheme/>) in order to find an accredited guardian organisation.

If any further clarification is needed, please do not hesitate to get in touch.

Mandy Naylor
Head of Boarding