



## **Leave Weekend, Holiday and Guardian Guidance**

In the boarding community at Bootham we strive to ensure that we are flexible and use common sense in enabling our students to make arrangements for the times when they are not in our direct care. As such we will always look to find a balance between enabling our students to flourish, make the most of their time at the school, and live adventurously and ensuring that they are safely and appropriately looked after in line with the guidelines of the Boarding Schools' Association and the Home Office expectations for international students. In order to ensure this we ask that parents and guardians make use of the following guidelines and expectations when making arrangements for boarders.

### **Overnight Leave, Leave weekends and Holidays.**

Many of our boarders form close friendships with other students and as such are sometimes invited to visit them for an evening in their homes or stay for a Saturday night or a weekend with them. We are very happy to facilitate this and see it as a wonderful opportunity to spend some time in a family home with their friends. If a student is invited to stay elsewhere we ask that we have received emailed consent from the boarder's parent or guardian and from the host's parent with at least 48hours notice (for a weekend away from the boarding house we ask for consent to be submitted to the relevant Head of House by 9pm on the preceding Thursday.) We will be asking hosts to confirm that they have no symptoms of Covid19 present in the household, that they have not had contact within the last 14 days with anyone who has and that they will abide by all of the UK rules regarding numbers of people staying in a household etc for the entirety of the time that the boarder is with them.

In the past some boarders have sought permission to stay in hotels or homes with friends who are young adults themselves without a parental presence. It is the view of the school and the Boarding Schools' Association of which Bootham School is a member that boarders should be staying with a parent or guardian and that if they stay with a friend the parent or guardian of that friend should be present. In order to ensure an appropriate level of care for our students we would expect there to be an adult present in the host accommodation who is over 25 or preferably over 30. As such I am sure that you will understand that we will not be able to grant leave to students unless we are satisfied that there is suitable adult supervision available to them.

Additionally if we believe that a student is planning to stay alone (or with other students) without direct Guardian or parental supervision over a leave weekend or longer holiday we will request that an alternative arrangement is made. If this presents a difficulty over leave weekends then we do provide the option to remain in school and join in with the arranged programme of activities and we would be very happy to welcome the student in your care to join us.

In order to avoid difficult situations in which last minute changes need to be arranged or students are left disappointed by a change in plans, it would be greatly appreciated if suitable arrangements could be made well in advance of the leave weekends and holidays.



## **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.

At Bootham we value highly 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. If you do not know a suitable UK resident to act as your child's guardian then there is the option of using the AEGIS website ([www.aegisuk.net](http://www.aegisuk.net)) 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