

The King's Hospital requires that all International Students enrolled at the school, irrespective of age, have a Guardian appointed for the duration of their enrolment who can act on behalf of the student's parents. Guardians are required to liaise with the student's parents and the School and provide an additional level of support for the student whilst they are in Ireland. A Guardian may be a family member, a family friend, a Guardianship agency, or other responsible Ireland-based adult authorised by the parent.

It is the primary responsibility of the parents to appoint a Guardian and the selection of the appropriate person or organisation rests with the parents. In order to assist in the process, The King's Hospital provides details of agencies and individuals who act as Guardians, but we do not recommend any specific agency or individual. Parents must fully satisfy themselves as to the suitability of their chosen Guardian.

#### **Eligibility for the role of Guardian:**

The person accepting the role of Guardian is to meet the following criteria:

- Be over 25 years of age.
- Be a fluent English speaker.
- Permanently reside within 2 hours travelling distance of the school.
- Be able to provide care for the student in a happy home environment as would a reasonable and responsible parent.
- Has, together with the parent(s), completed and returned to the school the *Appointment of Guardianship* Form as documentary evidence of his/her acceptance of guardianship for the student and their obligations in this capacity.

#### **Responsibilities:**

- Be available as a 24 hour point of contact for parents, student and the school.
- Be in regular contact with the student, parents and the School.
- To liaise with the school regarding any exeats, half term arrangements, absences or appointments, term arrival and departures, including informing the school about details of travel arrangements made for the students. This information must be provided via *Boardingware\** to the student's Houseperson.
- A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated by the school (including, but not limited to, periods of long-term illness, disciplinary measures, school closures); regardless of the child's age we do not consider unsupervised stays in hotels, bed and breakfasts or other such accommodation as acceptable.
- Act on behalf of the parent(s) regarding school matters or issues of concern and be available to meet with school staff should the school deem it necessary.
- Be aware of school rules, procedures and expectations for students and ensure that the student is aware of same.
- Inform the school of any periods of time when the Guardian is unable to fulfil their obligations, through absence or illness for example, and appoint an appropriate adult who is fully authorised by the parent(s) to act on their behalf. Where there is a permanent change of Guardian a new *Appointment of Guardianship* form must be promptly given to the School in order to facilitate continuous care.
- Attendance at Parent/Teacher Meetings.
- The Guardian will be responsible for all travel arrangements where a parent has not subscribed to *The King's Hospital Oversees Travel Arrangements Scheme* (see enclosed form). All travel must be arranged within the normal school opening hours of 7.30am to 9.30pm weekdays and 11am to 9.30pm the day before school re-opens. Any travel outside of the hours stated above will incur a fee of €150 per occasion.