



St Michael Abbey School

EDUCATIONAL GUARDIANSHIP POLICY (FOR INTERNATIONAL BOARDING STUDENTS)

Last Reviewed	September 2025
Review Frequency	1 Yr or as required
Review Date(s)	September 2026
Signed Off	Ms Armitage-Pryce DH Pastoral



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Introduction

St Michael Abbey School is committed to providing a safe and nurturing environment for all its pupils, including international students who may be residing away from their families. This policy outlines the roles, responsibilities and expectations associated with educational guardianship for international boarding students attending St Michael Abbey School. It should be read alongside the school's other terms and conditions and policies.

Definition of Educational Guardianship

Educational guardianship refers to the appointment of responsible adults who will act in the best interests of international students, serving as a point of contact between the school and the student's parents or legal guardians. Their role should include (but is not limited to) academic and pastoral support and guidance, and supervision/accommodation when the student is not at school (both in term time and holiday periods) while they remain a student enrolled at St Michael Abbey School.

Responsibilities of Parents

a) Appointment of Educational Guardians

1. All international students enrolled at St Michael Abbey School (no matter their length of stay) must have an appointed Educational Guardian who is a resident in the United Kingdom and is approved by the school. It is the responsibility of the parent or legal guardian to appoint an appropriate Educational Guardian before their child is enrolled at St Michael Abbey School .
2. All Educational Guardians appointed must be a responsible adult, over the age of 21, who resides in the UK within a reasonable distance from the school (preferably within a two-hour train journey). They require sufficient fluency in English in order to communicate effectively with the school, both verbally and in writing. St Michael Abbey School reserves the right to veto parental appointment of any Guardian considered inappropriate, and so intent to appoint a particular Guardian should be communicated to the school as early as possible in the process. As a guide to parents seeking a Guardian through commercial providers, we would strongly recommend that any intended appointee is accredited by the Association for the Education and Guardianship of International Students (AEGIS).



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3. All guardians must understand their safeguarding responsibilities and receive appropriate induction/training.
4. There must be a clear, written agreement between the school, parent, and guardian setting out roles, responsibilities, and expectations. 'Guardianship agreement'
5. The appointed guardian should be able to fulfil the role effectively, ensuring the welfare and wellbeing of the student during both term time and school holidays. St Michael Abbey School also reserves the right to require parents to change a Guardianship arrangement if the responsibilities outlined below are not fulfilled. In the case of concerns being raised by the school regarding a Guardianship arrangement, St Michael Abbey School will also contact AEGIS to inform them, and in the case of a safeguarding issue, would raise concerns with the police.

b) Communication regarding Medical and Other Needs

1. Parents must communicate all medical requirements for their children to St Michael Abbey School via the Admissions forms during the enrollment process and before their child travels to the school. St Michael Abbey School reserves the right to suspend a pupil's attendance at the school (thereby requiring the Educational Guardian to take care of the child) if we are unable to support their medical needs due to a failure in disclosure by parents. Parents should also, therefore, ensure Educational Guardians are aware of their child's medical needs. Please note: medical needs include any mental health needs for which a child has seen a doctor or been on medication.
2. For children on any medication or with specific medical needs, parents additionally must declare in writing (prior to the advent of travel to the school):
 - a. The exact prescription of medications being taken by their child (in English);
 - b. That their child is fit (physically and mentally) to travel internationally;
 - c. That their child is fit (physically and mentally) to study in the UK;
 - d. That their child is fit (physically and mentally) to board at St Michael Abbey School ;
 - e. Just prior to the point of travel, the exact quantity and names of the medications their child will be travelling with;
 - f. Any changes to their child's prescription(s) over their time at St Michael Abbey School (directly to the Head Nurse in the Health and Wellbeing Centre, once the child has started at the school).



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3. St Michael Abbey School will liaise with parents if it becomes appropriate for their child to undergo assessments or testing for medical, psychological or SEN reasons. Ultimately, parents have the responsibility to ensure appropriate tests or assessments are undertaken in order to facilitate their child's educational, medical or psychological needs being supported by the school. However, parents may instruct the Educational Guardian to act on their behalf to discharge this responsibility, and in this case the Guardian should liaise with the school to discuss arrangements.
4. Parents must also declare on the Admissions forms any other specific needs or modifications required for their child while attending school as a boarding student (including any factors affecting their diet, their physical fitness (including their ability to move around campus), their mental fitness, their ability to board (including sharing a room with other boarding students), and any educational needs). St Michael Abbey School reserves the right to suspend a pupil's attendance at the school (thereby requiring the Educational Guardian to take care of the child) if we are unable to support their other specific needs due to a failure in disclosure by parents. Parents should also, therefore, ensure Educational Guardians are aware of any other specific needs for their child.
5. If a pupil's grasp of English is shown to be below that which allows them to adequately access their curriculum, St Michael Abbey School will require them to take extra English as an Additional Language (EAL) lessons, at cost to the parents/legal guardians, until sufficient improvement has been made.

Responsibilities of Educational Guardians

All commercially-appointed Educational Guardians must be DBS-checked and trained in their understanding of Safeguarding and Child Protection guidelines (in line with the most up to date iteration of the government legislation: Keeping Children Safe in Education). All Educational Guardianship companies must provide the school with proof of their ability to work safely with children, including provision of their own Safeguarding Policies.

Staff who are employed at St Michael Abbey School may not also act as Educational Guardians.

Specific responsibilities of Educational Guardians for St Michael Abbey School pupils include:



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a) Welfare and Wellbeing

- i) In partnership with St Michael Abbey School, ensure the student's health, safety and wellbeing at all times.
- ii) Be available in cases of emergencies and provide support during times of illness or personal difficulty.
- iii) Communicate with the school and parents regarding any changes to or concerns regarding the medication or health (including mental health) of the child.
- iv) For children who are on medications or have specific medical needs, make regular contact (at least termly) with the Head Nurse in the Health and Wellbeing Centre to check on the child's welfare and wellbeing.

b) Academic and Extra-curricular Support

- i) Act as a point of contact and facilitate communication between the student's parents or legal guardians, and school, ensuring that important information is relayed promptly. ii) Attend school meetings, including parent-teacher conferences (Challenge Grade Review meetings) and any other relevant school academic events, and communicate regularly with the school regarding the student's academic progress on behalf of the student's parents or legal guardians.
- iii) Provide guidance and support to the child with their academic and extracurricular activities, where appropriate. St Michael Abbey School warmly welcomes Guardians to any extra-curricular events in which the student is participating.
- iv) Keep parents informed about the student's academic, social and personal development, translating school documentation and communication where necessary to facilitate understanding.

c) Accommodation and Transportation

- i) Ensure that suitable arrangements are made to provide a safe and caring environment for the student during school breaks, holidays, and weekends (as applicable).
- ii) Provide the name and address of the responsible adult who is looking after the pupil when they are not at school.
- iii) We expect the Guardians to collect the pupil on the first stay from the boarding house to the Guardians address, to ensure we have met the Guardian in person.
- iv) St Michael Abbey School routinely checks that students have been well catered for during stays arranged by Guardians. We reserve the right to veto any stay with a host



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organised by the Guardian if arrangements are deemed to be inappropriate for the student in question.

- v) Be available in case of emergencies to provide assistance with accommodation as necessary.
- v) Guardians are welcome to arrange transportation for students to and from school, or this can be organised through school.

d) Administration

- i) Educational Guardians should promptly inform the school of any changes in contact information or circumstances that may affect their ability to fulfil their responsibilities. ii) If parents authorise Guardians to take responsibility for their children in additional ways, or have issued the Guardian with a specific set of instructions outlining their responsibilities in more detail, please ensure that the school has a copy of these.

Responsibilities of St Michael Abbey School

Specific responsibilities of St Michael Abbey School with regard to its pupils' Educational Guardians include:

a) Communication

- i) Establish clear communication protocols with Educational Guardians, including regular updates on the student's academic progress, social, and emotional wellbeing, and relevant school events.
- ii) Notify the Educational Guardian promptly in case of emergencies or critical situations/significant events involving the student.
- iii) Collaborate with the Educational Guardian to address any concerns related to the student's welfare and to ensure the student's smooth integration into the school community. iv) Seek input from Guardians on matters related to the student's welfare and academic progress.

b) Monitoring and Administration

- i) Check all newly-appointed Educational Guardians upon appointment - that they are AEGIS accredited and suitable for the student in question (including their Safeguarding credentials).
- ii) Review with students all visits arranged for them by the Guardian for holiday periods and raise any concerns with Guardians promptly.



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- iii) Houseparents will complete check-ins with boarders after staying at guardians – complete form and keep on record.

c) Disciplinary Matters:

- i) If a pupil is suspended from school for disciplinary reasons they need to be collected at short notice. Under these circumstances, which (fortunately) are rare, the school will request that the Guardian take responsibility for travel arrangements and accommodation.
- ii) Educational Guardians may also be invited to attend any relevant meetings to disciplinary matters with the Head or House Staff on behalf of the student (in order to represent or support parents/legal guardians).

d) Emergency Procedures:

- i) The school will work closely with Guardians to address emergency situations promptly and effectively. In case of serious illness or injury to a pupil it may be necessary for school Medical Staff to liaise closely with the Guardian, who may be required to act as a communication link with parents. In addition it may occasionally be necessary for a pupil to spend a short time at home in convalescence and the school would contact the Guardian in these circumstances, who would need to make the necessary arrangements.

Review and Revision

This policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary revisions will be made to align with changes in legislation, school procedures, or best practices in educational guardianship

All school staff, parents/legal guardians, and appointed Educational Guardians are expected to adhere to the guidelines outlined in this policy.

Please do not hesitate to contact the school if you have any queries or concerns regarding Educational Guardianship arrangements at St Michael Abbey School .