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*Lucton, Leominster
Herefordshire, HR69PN*

Tel: 01568 782000

Appointed Guardian Confirmation Form

FOR ALL PUPILS RESIDENT OUTSIDE THE UK

As a resident abroad, the following UK-based person has agreed to act as appointed Guardian to my/our son or daughter and may be consulted in an emergency.

Please complete in block capitals

STUDENTS' NAME:

APPOINTED GUARDIAN DETAILS

Title:

Guardians Name:

Guardians UK Address:

Postcode:

Telephone Numbers

Day:

Evening:

Email address:

The above-named person/organisation has agreed to act as appointed guardian and to undertake the following responsibilities;

- To be available not only to the pupil but also the School as a proxy for the parents who cannot be contacted for whatever reason. To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- To be English speaking, to be contactable at all times by telephone/email and to be in a position to travel to the School when necessary.
- To provide a current telephone number, postal address and email address and to notify the School in writing of any change of appointed guardian arrangements.

- To provide suitable accommodation for the above pupil and an appropriate degree of care and supervision during half term breaks and holidays where necessary.
- To be ready to liaise with the Houseparents' on behalf of the parents of the above pupil, in any matters relating to the pupil's welfare.
- To represent the parents at parent/teacher meetings, if requested and authorised to do so by the parents.
- To take the pupil away from School and look after them in the event of illness or disciplinary action by the School.
- If taking charge of travel arrangements, to inform the School of all arrangements at the beginning and end of each term and at the end of each holiday break. To communicate all such travel details in writing to the School Office or the Houseparents'. The School must know the exact details of pupil's accommodation and methods of transportation. Arrangements for departures and arrivals should be agreed with the School Office or Houseparents', in accordance with the published term dates.
- To undertake parentally delegated responsibilities in an agreement with the parents of international pupils, in order to promote and safeguard the welfare of their child at all times whilst in the UK.

PARENTS

Parent/Legal Guardian Name(s):

I/we confirm that I/we have asked the person named above to act with delegated parental authority for my/our child whilst I am/we are overseas.

I/we confirm that the appointed guardian is over 25 years of age, is a resident in the UK, and is not a full-time student, living in accommodation provided by another education institution. I/we also undertake to notify the School in writing of any change of guardian and to provide full contact details of the new guardian.

Signed:

Date:

Please tick the relevant boxes below.

Is the appointed guardian a friend or relative?	Yes	No
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Is the appointed guardian named above expected to be taking charge of your child for a period in excess of twenty-eight days?	Yes	No
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If the answer to the above is YES , have you informed the appointed guardian that they are liable to scrutiny by the Social Services Department for the purposes of being approved as a responsible and appropriate person to take charge of your child?	Yes	No
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Please fill in and return this form to the School Office/Registrar of Lucton School.