



**BEDSTONE**  
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# Guardianship Policy

at

# Bedstone College

<b>Author</b>	WEM
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<b>Staff</b>	Head/DOAME
<b>Gov</b>	

## Introduction

The college is a Tier 4 sponsor and, as such, must fulfil its duties in accordance with the latest UKVI requirements.

In particular, parents and agents should be aware of the following items in the sponsorship duties guidance:

Section 2.2. Sponsors have responsibilities in respect of their Tier 4 students from the moment they assign a CAS to the student until the student leaves the UK.

Care Arrangements:

3.26 Sponsors who recruit a child under the age of 18 (i.e. All those who come in on a T4 (child) Visa, regardless of age) must ensure suitable care arrangements are in place for them in the UK. This must include arrangements for their:

- a. travel;
- b. reception when they arrive in the UK; and
- c. care while in the UK.

3.27 The maintenance requirements for a student in Tier 4 (Child) depend, in part, on:

- a. their care arrangements; and
- b. the location of the independent school at which they will study.

3.28 All arrangements for a child's care and accommodation in the UK must comply with relevant UK legislation and regulations, (which includes the National Minimum standards for Boarding which applies to all students in the school, regardless of age)

**All parents resident abroad must appoint a guardian in this country to act with their full authority. This policy applies to all such parents even if they and/or their children are UK or EEA passport holders. If parents fail to provide a suitable guardian, the College reserves the right to employ the services of a Guardianship Agency (AEGIS\*\* accredited), who will appoint a host family, the cost of which will be charged to the parents' account.**

The choice of guardian is the responsibility of the parent. However, the guardian should be at least 25 years of age and financially secure (i.e. a householder). They should have permanent or semi-permanent residency in the UK. They must speak English. They cannot be a full-time student at an educational institution. The school can accept no legal responsibility for any guardianship arrangements. The school expects the guardianship arrangements to meet the expectations outlined in this policy.

The guardian needs to be aware of and accept the requirements of this policy and be available to accommodate the student when they are not at College, but they are in the UK.

Any changes of guardian must be communicated to the student's Houseparent in writing.

## Guardian's Role

- \* To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- \* To ensure safe transport to and from the College at the beginning and end of each term and at the end of each holiday break and to communicate all such travel details in writing to the Houseparent.
- \* To ensure that the boy or girl in their charge **is resident with the guardian** during exeat and half term holidays, unless they are going home: 'bed and breakfast' accommodation, rental properties, hotel rooms or university accommodation does not fulfil this requirement and the

college does not deem any such arrangements to provide an adequate level of accommodation or care.

- \* To provide safe care during any absence from the College, for example, long term illness or exclusion. In the unusual event of the college having to close due to an epidemic or pandemic the guardian will be responsible for collecting and caring for the student.
- \* To attend Parents' / Guardians Evenings to follow the student's progress.
- \* To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- \* To be familiar with the College's rules, regulations and policies.
- \* To be English speaking and provide a point of contact at all times.
- \* If the guardian cannot host the child, then it is their responsibility to make alternative arrangements in line with the responsibilities outlined above.
- \* Bedstone College requires all students who enter on a T4 (General) Visa to have a UK guardian. However, these students may arrange private care arrangements, without adult supervision, when they are not in school, (for half term holidays, for example), provided that the college receives written consent from their parents that they have authorised these arrangements.

### **Guardians' Absence**

Any guardian going to be away from their UK home for however short a time must notify the appropriate Houseparent giving the name and contact details of a person in the UK nominated to act with their full authority. This person must be 'agreed' by the parents and it is the Guardian's responsibility to confirm with the college that this has been done.

### **Beginning and End of Term Arrangements**

The arrangements for arrival at school in the Autumn term are sent out in the Summer. Students must arrive as closely as possible to their allotted time. Please advise the Transport Department as far in advance as possible if transport is needed from the airport.

All overseas students are expected to stay at school until the end of term. **Permission to leave college earlier will be given only in exceptional circumstances. Tickets should not be booked before obtaining permission from the Head.**

### **Coach Service**

At the beginning and end of each term Bedstone operates a minibus service to and from both Heathrow Airport and Birmingham Airport. This service is charged for at cost. A copy of the timetable should be obtained from the transport office before booking flights.

If you wish to reserve a place on the minibus then the Transport Manager must know your son or daughter's flight details at least three weeks before the beginning of the relevant holiday or half term. If you are unable to arrange flights to coincide with the College's transport times then we can arrange for a local taxi company to provide the transport. You will appreciate that we can only provide this service if, once again, we have the information at least three weeks before the beginning of the relevant holiday or half term. All requests for transport should go to the Transport Manager ([transport.manager@bedstone.org](mailto:transport.manager@bedstone.org))

Bedstone is approximately 2 hours from Birmingham Airport and 3 ½ hours from Heathrow Airport. It is therefore important that **no** student takes a flight that lands after **18.00 hrs** at Birmingham or **17.00 hrs** at Heathrow simply because, after clearing customs, their arrival back at College will disturb all the other children in the dormitory who should be sound asleep! For the same reason, we ask that **no** student leaves a boarding house before **06:00hrs** on the day of their departure.

### **For all boarders returning to school**

In the event of major disruption caused by unusual circumstances, such as severe weather, terrorist action, strike action, any national or international emergency, or indeed a school emergency, the safe and sensible option may be to place students with their guardian or host family before they return to school.

Even if students flights arrive before 18:00hrs, it is in the student's own interests to inform their guardians/host family of their travel plans and kindly ask them if, *in extremis*, they can be available to help.

Please keep Houseparents informed about any delays, as soon as possible, via phone or text message to the House Duty phone. As soon as students are able to switch on their mobile phone, they should do so for their own safety and so that house staff can communicate any important messages/alerts.

### **Boarders leaving school for home/other commitments**

#### **Morning**

Students who wish to leave in the early morning before **06:00 hrs must stay with their guardian or host family** overnight (just as a UK boarder would be required to stay with their own parent(s)). The rules that apply to their boarding House apply to all boarders, regardless of nationality. Students planning to leave before **09:00 hrs** must also check first with their houseparent before booking ticket(s).

#### **Evening**

Students who wish to leave late in the evening, **after 22:00 hrs must stay with their guardian or host family** for the evening (just as a UK boarder would be required to stay with their own parent(s)). The rules that apply to their boarding House apply to all boarders, regardless of nationality. Students planning to leave after **21:00 hrs** must also check first with their houseparent before booking ticket(s).

### **Half Term/Holiday Procedures**

The School closes at half terms and holidays. The dates of when the College is closed are included in the termly Diary which is also available on our website [www.bedstone.org](http://www.bedstone.org). It is not possible for students to spend these times at the College. Students' rooms must be cleared during half terms and holidays as often the rooms are used by visitors to the college; there is only a small area of storage space available.

### **Private Foster-care arrangements**

The following applies to any student under the age of 16 (or 18 if disabled).

Any education guardian who is **NOT** a close relative of the student (defined as brother, sister, aunt, uncle, grandparent or step-parent) and with whom the student will be staying for a continuous period of 28 days or more while they are a student at Bedstone College, is considered by the state to be providing a Private Foster Care Arrangement, (PFCA). Anyone providing a PFCA must inform and receive in advance all necessary approvals from the local authority of the country/borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

Bedstone College must inform the local authority of any PFCA where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The college will require evidence of approvals from any education guardian who will be providing accommodation to any student in a PFCA.

### **Important Contact Numbers:-**

Pearson House

Houseparents: Mr and Mrs A Whittall  
Tel: 01547 530303 (ext 247)  
Email: pearson.house@bedstone.org

Rutter House

Houseparents: Mr and Mrs O Downing  
Tel: 01547 530303 (ext 219)  
Email: rutter.house@bedstone.org

Wilson House

Houseparents: Mr and Mrs M Rozee  
Tel: 01547 530303 (ext 212)  
Email: wilson.house@bedstone.org  
House Mobile: 07814 609993

Bedstone House

Houseparents: Mr and Mrs P Singh  
Tel: 01547 530303 (ext 210)  
Email: bedstone.house@bedstone.org  
House Mobile : 07814 604426

\*\* For all international students who have not chosen a family member or friend as a guardian, the college strongly recommends that you appoint a reputable guardianship organisation that is accredited by AEGIS (the Association of Educational Guardians for International Students). AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted. Contact details for AEGIS are:

The Secretary  
AEGIS  
The Wheelhouse  
Bond's Mill Estate  
Bristol Road  
Stonehouse  
Gloucester GL10 3RF  
Tel: 00 44 (0)1453-821293  
e-mail: [secretary@aegisuk.net](mailto:secretary@aegisuk.net)  
website: [www.aegisuk.net](http://www.aegisuk.net)

Written 1<sup>st</sup> September 2012

Reviewed August 2014

Reviewed August 2016

Reviewed May 2018

Reviewed October 2020



To be completed by for all students whose parents live overseas. These students must have guardians during their time at the College.

Name of Student: .....

Name of Guardian: .....

Contact Address: .....

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Telephone Number: .....

Fax number: .....

Mobile phone No: .....

e-mail address: .....

Special instructions beyond those given in The Guardianship Policy:

By signing this document as part of the Bedstone College Guardianship Policy, I state that I have read the document and agree to be bound by its terms and conditions:

Signature of Parent: .....

Signature of Guardian: .....

If the student is not a British or EEA passport holder, he or she may require a Visa to enable them to come to the UK to study at the College. Please let the Head of Admissions know as soon as possible so that this can be discussed and appropriate arrangements made where possible.

Please return your completed form to the Head of Admissions