

May 2015

Dear Parent

### **Guardian Letter for overseas parents and pupils**

You child will be residing at Abbotsholme as a boarder from September 2015. As you reside outside of the United Kingdom (UK), your child will need a guardian that is resident in the UK.

We would appreciate a letter or email of confirmation from the guardian you have chosen for your child to inform us that he or she is happy to be the guardian for your child. We would also need to obtain their key contact details for our records.

The information we would need is as follows:

Guardian Name: \_\_\_\_\_

Guardian Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

You are more than welcome to send or scan this letter and email to the guardian so that the guardian can return this letter with the areas completed. Please note that a member of Abbotsholme School's Staff cannot be asked to be a guardian.

The guardian should be aware of his or her duties and responsibilities for your child as the guardian residing in the UK. I have enclosed a copy of these for your information. Please forward this on to the guardian to go through and sign at the bottom and then send back for the attention of Mrs Michele Archer.

If you and the guardian who fills this in could ensure the letter is sent for the attention of Mrs Michele Archer, by post to Abbotsholme School, Rocester, Uttoxeter, Staffordshire ST14 5BS, or email Mrs Archer on [Michele.archer@abbotsholme.co.uk](mailto:Michele.archer@abbotsholme.co.uk) by 14<sup>th</sup> August 2015 to ensure we have these details for the start of the September term, we would be most grateful.

With best wishes



**Lucy Barnwell**  
**Head of Marketing and Admissions**



**Abbotsholme**

## **Abbotsholme School**

### **Guardian responsibilities and duties**

I understand the responsibilities and duties of a guardian to include the following:

1. To provide a point of contact throughout the school term and to be ready to accommodate the pupil I am guardian to at short notice in case of emergency or crisis;
2. To provide suitable accommodation for the pupil I am guardian to and an appropriate degree of care and supervision during half term breaks and longer holidays should this be relevant;
3. If travel arrangements do not coincide with the beginning / end of term to provide stop over care (this excludes the Friday night at the end of half term and full terms where Abbotsholme School will provide overnight accommodation.)
4. To make suitable alternative arrangements if unable to accommodate the pupil I am guardian to, and to inform the house parent(s) of any such arrangements;
5. To be ready to liaise with the houseparent(s) on my behalf in any matters relating to the pupil I am guardian to's welfare (eg: academic progress, uniform and equipment, pocket money) where relevant;
6. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to the pupil I am guardian to leaving school for a weekend or a longer period;
7. To be ready to attend important parent/teacher meetings or any such special meeting at the school on the parents' behalf where relevant;

***I confirm that as the appointed Guardian of (insert pupil's full name here)***

\_\_\_\_\_ ***I take undertake the responsibilities listed above.***

***I confirm that I am over 25 years of age and a resident of the United Kingdom, or if a sibling to the above mentioned pupil aged over 19, in full time further education, or employed within the UK.***

***I accept the schools terms and conditions in regard to my appointment as guardian***

**Guardians Name (please print):** \_\_\_\_\_

**Guardian's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return to the Admissions office at Abbotsholme School for the attention of Mrs Michele Archer by email to [Michele.archer@abbotsholme.co.uk](mailto:Michele.archer@abbotsholme.co.uk), by fax on 00 44 (0)1889 590 001 or by post:  
Abbotsholme School, Rocester, Uttoxeter, Staffordshire, ST14 5BS