

# **UK<sup>2</sup>Learn Guardianship**

## **School Handbook**

**Updated: 31/03/2017**

**Name of School:**

**Name of Student:**

### **Statement of UK2Learn Guardianship's Service**

We shall be acting as Guardian to the above student during his/her period of study in the United Kingdom. We are a privately owned and run organisation providing guardianship services to parents from overseas who decide to send their children to school in the UK. Suzie Mackie (the Principal Guardian) or the student's Guardianship Manager will be in weekly contact by phone, WhatsApp or email with the student to monitor and report back to the parents. We will also attend school functions and parents' evenings at the request of either the student or their parents. Any concerns that arise from the parents or the guardian will be communicated to the school as soon as possible and steps taken to remedy the situation. In the first instance, any concerns regarding the student should be directed to UK2Learn Guardianship.

### **Attached are copies of:**

- Our Guardian Student Form with details of the student and their parents contact details.
- A medical form containing all necessary details.
- A profile of the Host Family together with all contact details.

### **We agree that the duties of UK2Learn Guardianship include the following responsibilities:**

- To provide a point of contact on a daily basis throughout the school term and be ready to accommodate the student in case of an emergency or crisis or in the unfortunate event of their being suspended from school.
- Where requested by the parent, to provide transfers at leave weekends, half-terms, beginnings and ends of term from school to airport or to host family.
- Where requested by the parent, to make suitable accommodation arrangements and to provide an appropriate degree of care and supervision for the student at exeat weekends and half-term holidays.
- To provide all necessary information, including a Host Family Handbook and a Safe Care Plan to the host family regarding the student.
- To inform the school of any changes to agreed periods of study and travel arrangements, as appropriate.
- To be involved in each and every arrangement for the student when residing away from school, for example when visiting the family of another pupil or friend.
- To communicate all such travel details in writing with the houseparent and to provide all necessary details prior to the student leaving school for longer holidays.
- To be ready to attend important parents' conferences or other important meetings at the school on the parents' behalf.
- To communicate with houseparent on a regular basis regarding the welfare of the student.
- UK2Learn Guardianship will undertake the responsibilities listed above. The student's Educational Guardian will be Suzie Mackie who will be supported by the nominated Guardianship Manager. In the case of an emergency, please contact Suzie Mackie on 07787556963.

- UK2Learn Guardianship will stay in close communication with the student's selected host family. It is not expected that the host family will need to make direct contact with school apart from attending parents' conferences or similar events as requested.
- In the event of a day pupil residing with a host family for more than 28 days, we will ensure the school is provided with detailed information about the arrangements for private fostering and of the legal requirements in place. We will also make available its Private Fostering Handbook.

**We would be grateful if the school would provide or arrange as follows:**

### **Student information**

Any information regarding the student, including welfare and social progress, any concerns and any behaviour or health issues

### **School contact information**

The contact details for the student's houseparent including email address, telephone number, mobile number and emergency contact number (out of school hours)

### **Parent portal**

Add Suzie Mackie to the parent portal, subject to sufficient permission being granted by the parent.

### **School reports**

Termly reports from the school where agreed and requested by the parents.

### **Term dates**

Term dates and any other relevant dates as per the school's calendar relating to events and activities, either in a document or by sending the appropriate link on your website.

### **School policies**

All relevant school policies on Safeguarding, Missing Child and Child Protection, or details of where these can be accessed on the school's website.

**Our contact details are as follows:**

### **Suzie Mackie**

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