



THE ALICE SMITH SCHOOL Guardianship Policy

1. Introduction

The Alice Smith School provides an English-medium curriculum in an international setting, for mainly expatriate students aged 3 to 18. Parent or guardian support and involvement within The Alice Smith School community is an important aspect of school life.

2. Principles

The guardianship policy is designed to ensure that the students who are admitted to the Alice Smith School have the support to thrive within, and benefit from, all the school offers. Guardianship arrangements will only be accepted where it is in the best interests of the student.

The Alice Smith School defines a guardian as “an adult over the age of 25 who lives in the home on a daily basis providing ongoing support and care for the physical, emotional and academic needs of the student. The guardian is responsible to serve as the liaison between the school, the student and the student’s parents.”

Requests for considering applicants under guardianship requires the School Principal’s approval, which, generally, is contingent on evidence that the student(s) will be supervised by a guardian able to provide the support and care of a family home.

Ideally the appointed guardian will be:

- A family member of the student(s)
- A current or former parent of the school or an alumnus

The Alice Smith School will not accept as guardians:

- Household helpers
- Guardianship Services for profit

Each guardianship decision made is based upon the individual student’s circumstances and needs.

The Alice Smith Schools Association 195001000092 (1923-A)

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3. Guardianship

Appointed guardians are expected to participate fully in school life as would be expected by a parent. This includes (but is not limited to):

- Performing and acting in a parental capacity for the student, including attending Student/Parent/Teacher conferences (SPTCs).
- Giving consent and permission for any kind of medical care and treatment, and to sign any papers that are needed to have the student admitted to a hospital for such purpose, or as may be required to maintain the health of the student.
- Giving consent and permission for enrollment in, and admission to the school and to resolve any problems that may arise from school attendance, academics, behaviour, social-emotional concerns, and any other concerns deemed necessary by the school, and to sign any papers that are necessary for such purpose or sign other documents relating to the student's welfare at school.
- Performing any act that is necessary to obtain relief or aid that may benefit the student.

4. Application

Primary School (Age 3 years to 11 years)

Applications for students to be admitted to, or continue their studies at, The Alice Smith School under a guardianship arrangement require the following documents to be submitted:

- Completed guardianship application form (appendix 1)
- A legal document showing the appointment of the Guardian by the Parents of the student(s)
- 1 colour copy of Guardian's Passport or identity card
- 1 colour copy of a legal document or correspondence showing the Guardian's residential address

Before making the decision on the guardianship application the Primary School Principal, or their representative, may interview the guardian and/or parents to fully understand the circumstances of the guardianship arrangement and to ensure the guardian can provide the necessary care and support an Alice Smith student requires.



Secondary School (Ages 11 years to 18 years)

Applications for students to be admitted to, or continue their studies at, The Alice Smith School under a guardianship arrangement require the following documents to be submitted:

- Completed guardianship application form (appendix 1)
- A legal document showing the appointment of the Guardian by the Parents of the student(s)
- 1 colour copy of Guardian's Passport or identity card
- 1 colour copy of a legal document or correspondence showing the Guardian's residential address

Before making the decision on the guardianship application the Secondary School Principal, or their representative, may interview the guardian and parents to fully understand the circumstances of the guardianship arrangement and to ensure the guardian can provide the necessary care and support an Alice Smith student requires.

5. Appeals Procedure

The school's decision is final on all matters relating to the use of guardians. Parents may appeal in writing to the Principal of the relevant campus, if they feel that relevant information may have been overlooked.



APPENDIX 1: Application for Guardianship

All students attending The Alice Smith School are expected to live with their parents. If this is not feasible, parents may request that their child live with a documented guardian by submitting this completed form to the Admissions Department before the first day of classes each year or earlier. Requests for guardianship may be refused and permission for living with a guardian may be rescinded if the school determines that the living situation is not in the best interest of the student or the school.

The Alice Smith School defines a guardian as “an adult over the age of 25 who lives in the home on a daily basis providing ongoing support and care for the physical, emotional and academic needs of the student. The guardian is responsible to serve as the liaison between the school, the student and the student’s parents.” Attendance at The Alice Smith School is dependent upon adherence to this policy; failure to abide may result in the student being asked to withdraw from the school

Parent’s names:

Student’s name:

Guardian’s name:

Guardian’s address:

Guardian’s home phone number:

Guardian’s mobile phone and/or work number:

Guardian’s email address:



Please explain your family situation and why your child needs to live with a local guardian.

Please explain your relationship to the guardian you have listed above.

Please explain the guardian's qualifications for the responsibility of caring for your child.

List the dates that guardianship will be transferred from the parents to the local guardian.

Beginning date:

Ending date:



Parent Statement

As the parents of _____ (child's name), we agree to transfer temporary guardianship of our child to _____ (guardian's name) for the duration of time as outlined above. We expect the guardian to live in the home on a daily basis providing ongoing support and care for the physical, emotional and academic needs of our child. We expect the guardian to serve as the liaison between the school, the student and us. We authorise the guardian to act for us in matters related to The Alice Smith School, medical and dental needs, as well as legal matters pertaining to our student that might come up and require immediate attention. We expect the guardian to contact us as soon as possible when emergencies arise or when significant decisions involving our child need to be made. We release the School from liability which might occur from giving such authorisation for the care of our child.

This document indicates an agreement between the parents and the local guardian. The school requires the document for purposes of communication with the proper caregiver when school is in session. It in no way puts any responsibility on The Alice Smith School for the care of the student outside of school hours. The school is released from any liability that may arise from this agreement between parents and guardians.

Date:

Father's signature:

Mother's signature:



Guardian Statement

I agree to accept temporary guardianship of _____ (child's name) for the duration of time as outlined above. I will live in the home on a daily basis providing ongoing support and care for the physical, emotional, and academic needs of this child. I take responsibility to serve as the liaison between the school, the student and the parents. When emergencies arise or when significant decisions involving the child need to be made, I will contact the parents as soon as possible.

This document indicates an agreement between the parents and the local guardian. The school requires the document for purposes of communication with the proper caregiver when school is in session. It in no way puts any responsibility on The Alice Smith School for the care of the student outside of school hours. The school is released from any liability that may arise from this agreement between parents and guardians.

Date:

Guardian's signature:
