



# WEST BUCKLAND SCHOOL

## West Buckland School Guardianship Arrangements

For long term stays it is mandatory for parents to appoint a guardian. It will be of enormous value for your child's welfare and happiness whilst at West Buckland School and a vital point of contact for school staff.

It is hoped that Guardians will want to play a full part in the life of the school and they are welcome, in exactly the same way as parents are, to all events such as concerts, matches and other functions such as the annual Parents' Consultation evenings to discuss pupils' academic progress. Guardians should initiate and maintain regular contact with your son or daughter's houseparent, to keep them informed about practical arrangements as listed below.

Parents and/or Guardians are responsible for the following elements of their child's life as a boarder at West Buckland School.

1. Providing or arranging accommodation and travel for the pupil:
  - a) during school holidays and at half-terms, liaising with Houseparents well beforehand so that they are fully aware of all arrangements; or
  - b) if a pupil is suspended or has to have a period away from school on medical advice.
2. To give permission for routine and emergency medical procedures.
3. To give permission for trips and activities, which may incur a cost.

In order to avoid any confusion, please confirm the parental responsibilities you have delegated to this Guardian by completing and returning the form overleaf. The school will send a copy of this form to your appointed Guardian so that they are aware of what both you and the school are expecting them to be responsible for. Please be aware that your child may miss out on some activities if permission takes a long time to be received by the school. Travel arrangements made by the school on your behalf may incur a charge.

Name of Child .....

Name and address of appointed Guardian(s) .....

.....

.....

Contact telephone numbers .....

Email .....

**RESPONSIBILITY**

**RESPONSIBLE ADULT**

Weekend arrangements

Parent / Guardian / Houseparent\*

Travel arrangements in the UK  
(at start and end of terms)

Parent / Guardian\*

Travel arrangements in the UK  
(at half-terms)

Parent / Guardian\*

Accommodation arrangements  
during half-term periods

Parent / Guardian\*

Responding in the event of a disciplinary incident  
(which may involve suspension from the school)

Parent / Guardian\*

Care for child  
in the event of prolonged illness during term

Parent / Guardian\*

Authority to give permission  
for emergency medical procedures

Parent / Guardian / Houseparent\*

Authority to give permission  
for routine medical procedures

Parent / Guardian / School Medical staff\*

Authority to give permission for trips  
and/or activities (which may incur cost  
or include potentially hazardous activities)

Parent / Guardian / Houseparent\*

Signed .....

Date .....

\* Please delete as appropriate and if necessary, provide further details below

.....  
.....  
.....  
.....