

Guardianship Policy

Introduction

At XCL World Academy (XWA) we welcome students from all over the world. Our international students (i.e., student pass holders) are part of a diverse community of people who care for each other and flourish as individuals, celebrating diversity and forging lifelong friendships. Living in a foreign country, in unfamiliar surroundings, and, perhaps, having to communicate in a different language, can be a challenge to our international students. Our student support team works to ensure all international students are effectively supported as they integrate into school life.

All international students are required to have a resident guardian in Singapore whilst studying at XWA. Guardianship provides an additional level of support for an international student whilst they are in Singapore and allows them to have another adult outside of the school to whom they can turn to for assistance or advice outside of school hours or when the school is closed to students for holidays or other external circumstances.

As the person with shared delegated parental responsibility, the role of guardian is to become the primary caregiver for the child/ren while they are in Singapore, and guardians shall act 'in loco parentis'. Effective partnership between staff concerned with pastoral care, parents and appointed guardians will safeguard the welfare of international students. Some parents choose to appoint a family friend or relative, but where this is not practicable, professional guardians can be appointed using reputable, and, ideally, accredited, guardianship agencies.

Purpose

The purpose of the XWA Guardianship Policy includes the following:

- To provide the parents of international students (and the guardians they appoint) with a clear explanation of the school's expectations relating to 'in loco parentis' guardianship.
- To provide the parents of international students with a clear explanation of the responsibilities of the educational guardian they appoint.
- To make known to the parents of international students that the school reserves the right to determine the acceptability of arrangements made for their child when they are residing out of school. Should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide guidance on how communications between the school, international parents and educational guardians will operate.

Acknowledged by the Guardian: _____

Guardianship Requirements

Requirements of all guardians of XWA students include the following:

- To be familiar with the school's rules, regulations and policies and to support XWA's aims and values.
- It is the primary responsibility of the parents to appoint a guardian and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen guardian.
- The appointed guardian may be a nominated friend of the family or another family member or may be employed by a professional guardianship agency. It is not appropriate for parents to ask members of teaching staff at XWA to be appointed as the guardian (unless they are a relative).
- The appointed person must be over 21 years of age.
- The school will only accept students who are legally assigned to guardians who are acting 'in loco parentis', (i.e., they assume parental status and responsibilities in relation to the ward/student).
- Parents must have either a face-to-face or virtual meeting with XWA Admissions personnel prior to enrolment to discuss the guardianship agreement, duties and responsibilities.
- XWA reserves the right to visit the student residence, by arrangement, to validate living conditions to ensure that the basic needs of the child and/or young person are being met.
- Guardian can be a person or lodge (e.g., official boarding house). This may be for students who are living in any kind of hostel or shared accommodation arrangement
- Both Guardian and Parent will undertake to maintain frequent contact with the school, responding to any communications from the school about their child/ward within 24 hours. While the Guardian remains the main point of contact, all communications will be sent to both Parent and Guardian. Unless otherwise specified, a response from either party will be deemed adequate and sufficient.
- They should, preferably, be English-speaking (or have a translator easily available) and be able to provide a point of contact for the school at all times (via phone call, email or to come on campus when required).
- To liaise with the school regarding long weekends and holiday arrangements, including informing the school about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing, at least one week prior to departure or arrival.
- To provide accurate contact information (including telephone/mobile, email and full address contact details) to the School Admissions Office, and later to regularly update this information as necessary. Confirmation of decision protocols must be held on iSAMS (i.e. what to do in case of medical or other emergency).
- A guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at school (including periods of long-term illness and disciplinary measures). Regardless of

Acknowledged by the Guardian: _____

the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or other such accommodation to provide an adequate level of accommodation or care.

- If guardians are going to be away from their Singaporean home/residence, for however short a time, they must notify the Secondary Years Office by completing a Temporary Absence of Guardian form. They must give full contact details for the period of absence and the name and address of a responsible person in Singapore, fully **authorised in writing by the parents to act on their behalf. Guardians should not leave children alone in their home for extended periods of time.**
- To ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- To ensure child safeguarding and student wellbeing, all students living with Guardians, after they have enrolled and are attending school, will attend compulsory sessions organised with the Secondary Years Counsellor or Guardianship Liaison Officer.
- The school will only accept students in the care of Guardians **from Grade 6 upwards.**
- Where any party to the above is found to be in breach, whether material or through non or partial disclosure, the school reserves the right to cancel the student's enrolment at the school, to also cancel the student's Student Pass, and to inform the Singapore Immigration & Checkpoints Authority (ICA). In such cases no refund of fees (Application, Enrolment, or Tuition Fees) will be provided.
- Guardian should ensure that the student maintains at least a 90% attendance rate each month and abide by the Terms and Conditions stipulated in "ICA Terms & Conditions of Student's Pass (STP)".
- Payment plans by instalment are not available for students in the care of guardians.
- A change of guardian must be communicated promptly to the school in writing, providing all necessary details to facilitate continuous care.

The **Student / Parent / Guardian Information Declaration** and the **Assignment of Guardianship Authorisation Letter** must be completed and signed accordingly before the guardianship of the student is approved by the school.

Acknowledged by the Guardian: _____

STUDENT / PARENT/ GUARDIAN INFORMATION DECLARATION

Student Details:

Full name: _____

Grade: _____ DOB _____

Contact number : _____

Guardian Details:

Full name: _____

Contact number: _____

Email _____

Parents' Details:

Full name (Parent 1): _____

Full name (Parent 2): _____

Contact number: _____

Contact number: _____

Email: _____

Email: _____

Accommodation:

1. Address where the student is/will be living?

2. Select the type of accommodation:

- Condo
- HDB (for HDB's please state a total number of rooms on the premises)
 - 2-room
 - 3-room 4 Room 5 Room EA/EM

Landed House

Others _____ (if it is a boarding school/home, please provide the registration details)

3. Who else will be living at the same address? Please detail everyone, both adults and children, together with their relationship/role.

Full Name: _____	Relationship: _____	Age: _____	Male / Female
Full Name: _____	Relationship: _____	Age: _____	Male / Female
Full Name: _____	Relationship: _____	Age: _____	Male / Female
Full Name: _____	Relationship: _____	Age: _____	Male / Female
Full Name: _____	Relationship: _____	Age: _____	Male / Female
Full Name: _____	Relationship: _____	Age: _____	Male / Female
Full Name: _____	Relationship: _____	Age: _____	Male / Female

4. Is the legal Guardian normally a resident at the student's accommodation address?

Yes No

Acknowledged by the Guardian: _____

ASSIGNMENT OF GUARDIANSHIP AUTHORISATION LETTER

It is the primary responsibility of the parents to appoint an education guardian and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen education guardian. The school cannot be held accountable for the actions of the guardian in the parent's absence.

Declarations:

_____ (the **Parent**) NRIC/Fin/ Passport No. _____ of _____
(Parent's full name) (Child's full name)

_____ (the **Guardian**) NRIC No _____ of _____
(Guardian's full name) (Child's full name)

The Parties hereby agree to the following:

A) The **Parent** hereby grants temporary guardianship of his/her **Child (-ren)**, to the **Guardian**, thereby assigning all parental rights and responsibilities to the **Guardian**.

B) The **Guardian** undertakes to assume all parental rights and responsibilities in acting as **Guardian of**
_____,
(Child's full name)
acting in loco parentis until such time as this guardianship is revoked by the **Parent**.

The **Guardian** agrees to immediately inform XCL World Academy of any changes, pause or termination to this Agreement by completing a guardian handover form in person at the school. Until the guardian handover form has been duly completed, this agreement remains valid.

I/We declare that the information provided above is true and correct.

(Parent's full name) Signature Date

(Guardian's full name) Signature Date

VERIFIED BY:

(XCL World Academy rep's full name) Signature Date

Acknowledged by the Guardian: _____