



CONTRACT AND AGREEMENT

PARTIES: The parties to this contract are:

GUARDIANS UK

and

THE PARENTS OF:

We hereby appoint GUARDIANS UK to provide educational guardianship services and a host family for our child while in the United Kingdom if required.

Guardians UK contact details:

Staplegrave Road, Taunton TA2 6AD. Tel: 01823 703190

24 hour emergency mobile number: 00 44 7968 361761

RESPONSIBILITIES OF GUARDIANS UK

- TO REPRESENT YOUR CHILD'S NEEDS, BOTH ACADEMIC AND PASTORAL, THROUGH GOOD COMMUNICATION WITH THE SCHOOL, YOURSELVES AND YOUR AGENT (IF APPLICABLE).**
- TO PROVIDE HELP, SUPPORT AND ADVICE, INCLUDING A TERMLY VISIT TO YOUR CHILD AT SCHOOL. WE WILL ATTEND PARENTS MEETINGS IF REQUESTED.**
- TO ARRANGE TRAVEL TO AND FROM SCHOOL AT THE BEGINNING AND END OF TERM, EXEAT WEEKENDS AND HALF**

TERM. TRANSPORT WILL BE CHARGEABLE AND TAKEN FROM THE DISBURSEMENT ACCOUNT.

- **TO ARRANGE HOST FAMILY ACCOMMODATION AS REQUIRED DURING HOLIDAY PERIODS AND AT OTHER TIMES. HOST FAMILY CHARGES WILL BE CHARGEABLE AND TAKEN FROM THE DISBURSEMENT ACCOUNT.**
- **OUR HOST FAMILIES WILL WELCOME YOUR CHILD INTO THEIR HOME DURING EXEATS, HALF TERMS AND OTHER HOLIDAYS IF REQUIRED. WHEN YOUR CHILD IS STAYING WITH THEM THEY ARE EXPECTED TO PROVIDE 3 MEALS A DAY AND PROVIDE A LAUNDRY SERVICE.**
- **TO SUPPORT YOUR CHILD WITH SETTLING INTO SCHOOL, ASSISTING WITH PURCHASE OF SCHOOL UNIFORM, POCKET MONEY AND MOBILE PHONE TOP UPS IF REQUIRED.**
- **TO LOOK AFTER YOUR CHILD'S MEDICAL NEEDS WHEN NOT IN SCHOOL AND DEAL WITH OTHER EMERGENCIES THAT MAY ARISE.**
- **TO BE ACCESSIBLE ON A 24 HOUR BASIS FOR EMERGENCIES.**
- **IF YOUR CHILD IS SUSPENDED FROM SCHOOL OR THEIR SCHOOL REQUIRES THEM TO BE REMOVED DUE TO ILLNESS IT IS OUR RESPONSIBILITY TO PLACE THEM WITH A HOST FAMILY.**

AS PARENTS YOU AGREE:

- **TO PAY THE REGISTRATION FEE, TERMLY GUARDIANSHIP FEES AND DISBURSEMENT ACCOUNT.**
- **TO PAY FOR ANY ADDITIONAL EXPENSES IN RELATION TO YOUR CHILD.**
- **TO GRANT US THE AUTHORITY TO TAKE ALL PRACTICAL AND LEGAL DECISIONS WHEN YOUR CHILD IS OUTSIDE SCHOOL IF YOU CANNOT BE CONTACTED AND AN URGENT DECISION IS REQUIRED (EG CONSENT TO CARRY OUT MEDICAL TREATMENT) WITHOUT LIABILITY ON OUR PART IF PROFESSIONAL ADVICE IS TAKEN.**
- **YOU GIVE US PERMISSION TO HOLD INFORMATION ABOUT YOUR CHILD TO ENABLE US TO CARE FOR THEM AND THIS WILL INCLUDE HOLDING RECORDS OF YOUR CONTACT DETAILS AND ANY OTHER RELEVANT FAMILY MEMBERS. WE MAY NEED TO PASS THIS INFORMATION TO YOUR CHILD'S SCHOOL OR THE HOST FAMILY THEY STAY WITH.**
- **FROM TIME TO TIME WE MAY USE PHOTOS OF OUR STUDENTS IN PUBLICITY MATERIAL – PLEASE LET US KNOW IF YOU DO NOT WANT US TO USE PHOTOS OF YOUR CHILD IN THIS WAY.**

FEES

- **AN INVOICE WILL BE SENT OUT BEFORE THE BEGINNING OF EACH TERM WITH A STATEMENT OF THE DISBURSEMENT ACCOUNT. THE STATEMENT WILL SHOW ALL OF THE EXPENSES INCURRED AND YOU WILL BE ASKED TO RESTORE THE DEPOSIT TO £1000 OR £500 IF YOUR CHILD IS ON OUR INDEPENDENT STUDENTS PACKAGE. WE WILL REQUEST A TOP UP DURING THE TERM IF THE BALANCE ON THE ACCOUNT FALLS BELOW £250.**
- **ALL FEES ARE PAYABLE IN STERLING BEFORE COMMENCEMENT OF EACH TERM.**

- **DISBURSEMENT ACCOUNT: THIS MONEY WILL BE USED TO PAY FOR YOUR CHILD'S EXPENSES. EG TRAVEL EXPENSES, HOST FAMILY PAYMENTS, POCKET MONEY, MOBILE PHONE TOP UPS, SCHOOL UNIFORM ETC.**
- **CANCELLATIONS – HOST FAMILY ARRANGEMENTS MUST BE CANCELLED AT LEAST 7 DAYS BEFORE THE START OF YOUR CHILD'S STAY OR YOU WILL BE CHARGED 50% OF THE COSTS. IF LESS THAN 48 HOURS NOTICE IS GIVEN THE FULL AMOUNT WILL BE CHARGED. IF YOUR CHILD FAILS TO USE TRANSPORT THAT HAS BEEN ARRANGED AND NOTIFIED TO YOU THE FULL COST OF THE TRANSPORT WILL BE CHARGED.**
- **THE BALANCE OF THE DISBURSEMENT ACCOUNT WILL BE REFUNDED WHEN THE CONTACT COMES TO AN END. A TERM'S NOTICE IS REQUIRED FOR TERMINATION OF CONTRACT.**

INSURANCE

- **YOU ARE RESPONSIBLE FOR MAKING CERTAIN THAT YOUR CHILD IS ADEQUATELY INSURED WITHIN THE UNITED KINGDOM IN THE EVENT THAT HE/SHE CAUSES PERSONAL INJURIES, LOSS OR DAMAGE TO MEMBERS OF THE HOST FAMILY OR OTHER THIRD PARTIES SUCH AS MEMBERS OF THE PUBLIC. YOU ARE ALSO RESPONSIBLE FOR INSURING YOUR CHILD'S BELONGINGS.**

THIS AGREEMENT CAN BE ENDED:

- **BY YOU GIVING ONE FULL TERM'S NOTICE. WHEN YOUR CHILD IS IN YEAR 13 WE UNDERSTAND THAT THEY WILL LEAVE AT THE END OF THE SUMMER TERM OF THAT ACADEMIC YEAR AND REQUIRE NO NOTICE.**
- **BY US GIVING A MONTH'S NOTICE TO YOU. THIS WOULD ONLY HAPPEN IF A PROBLEM WITH YOUR CHILD COULD NOT BE RESOLVED.**
- **THE BALANCE OF THE DISBURSEMENT ACCOUNT WILL BE REFUNDED TO YOU ONCE ALL EXPENSES HAVE BEEN PROCESSED.**

- **OUTSTANDING EXPENSES TO BE PAID BY YOU.**

WE AGREE TO THE TERMS DESCRIBED IN THIS CONTRACT:

MOTHER'S NAME

SIGNATURE

FATHER'S NAME

SIGNATURE

GUARDIANS UK: _____ DATE: _____

ALL OF OUR POLICIES CAN BE FOUND ON OUR WEBSITE – www.guardiansuk.com – INCLUDING SAFEGUARDING & CHILD PROTECTION, MISSING CHILD, COMPLAINTS & DATA PROTETION. PLEASE LET US KNOW IF YOU WOULD LIKE A COPY OF ANY POLICIES BY EMAIL.