



### **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**

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

Emergency mobile number: 00 44 7968 361761

The following responsibilities of Guardians UK and the expectations Guardians UK have of parents may be altered due to an extraordinary event or circumstance, e.g. a contagious pandemic.

## **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.
- To be accessible for emergencies.
- To meet with your child.
- To organise airport transfers at the start and end of terms, half-terms & exeat weekends\*.
- To provide and organise Host family stays for your child\*.

\* Costs incurred will be paid using funds in the Student Expense Account.

### **For those students on our Premium & Platinum Guardianship package**

- To provide extra services at no additional cost as listed in the Fee Structure and on the Guardians UK website.

### **As parents you agree:**

- To pay the annual Guardianship Fees and Student Expense Account top-ups as required.
- To pay for any additional expenses and services 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 (e.g. consent to carry out medical treatment) without liability on our part if professional advice is taken.
- To give us permission to hold information about your child to enable us to care for them. This will include holding records of your contact details and those of any other relevant family members. We may need to pass this information to your child's school, their Host Family or other interested parties.
- 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 and we shall seek consent from your child as well.

## **Fees**

- **Guardianship Fees**

All guardianship fees are payable in pounds sterling before commencement of the school year or term. Late payments will be subject to a £50 fee, which will increase to £100 after two weeks. If fees are unpaid after the year or term commences, we withhold the right to withdraw our guardianship.

- **Student Expense Account**

This money will be used to pay for your child's expenses e.g. travel expenses, host family payments, pocket money, mobile phone top ups, school uniform etc.

An invoice will be sent out before the beginning of each year with a statement of the Student Expense account. The statement will show all of the expenses incurred and you will be asked to restore the Student Expense Account balance to £1200. We will request a top up during the year if the balance on the account falls below £500 or we anticipate upcoming expenditure.

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.

## **Insurance**

- You are responsible for making sure 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.
- When your child is staying with a Host Family neither they nor Guardians UK are liable for the conduct of your child. Any costs incurred due to their behaviour and conduct is your responsibility.

## **Duration of this contract**

- There is no end date to this contract. We will continue to act as educational guardians to your child as long as you want us to – providing that fees are paid and up-to-date - and as long as we are able to offer guardianship services to your child.

**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.
- If Guardianship Fees remain unpaid after the term commences.
- The balance of the Student Expense Account will be refunded to you once all expenses have been processed. Outstanding expenses are to be paid by you.

**We agree to the terms described in this contract:**

**Mother's name** .....

**Signature** .....

**Father's name** .....

**Signature** .....

**Date** .....

**Child's name** .....

**Guardians UK:** \_\_\_\_\_ **date:** \_\_\_\_\_

All of our policies can be found on our website – [www.guardiansuk.com](http://www.guardiansuk.com) – including Safeguarding & Child Protection, Missing Child, Complaints & Data Protection. Please let us know if you would like a copy of any policies by email.