



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – “the School”)

EDUCATIONAL GUARDIAN POLICY

This is a combined policy that applies to both King's School, Bruton and Hazlegrove Preparatory School.

King's Bruton requires all pupils to have a UK-based Educational Guardian. The Educational Guardian is appointed by the family, not by the School, and although it is the family's initial responsibility to ensure the Educational Guardian is suitable, the School will undertake steps to ensure that each Educational Guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder. The School can provide a list of professional Educational Guardianship agencies.

The Educational Guardian must be over 25 years old and prepared and able to undertake the following responsibilities:

1. Responsibility for the student during holidays, half term breaks and other exeats. Suitable accommodation for the student must be arranged or approved by the Educational Guardian and the School must be informed of the arrangements. It is not acceptable for pupils to be booked, by themselves or with other pupils, into hotels or bed and breakfast accommodation for exeats, half terms and when the School is closed.
2. Making travel arrangements (tickets, taxis etc). Some arrangements can be made by the School's Travel Office (see attached note) but this must be approved by the parents or Educational Guardian. Arrangements must be made at least a week in advance of the exeat and the School must be informed.
3. Providing a point of contact for the School regarding the general welfare or academic progress of the student and perhaps helping in communication between the School and the family if this is complicated (for example by language or time zone).
4. Arranging accommodation for students in emergencies (e.g. suspension or any event causing the unexpected closure of the School).
5. Assuming responsibility for the student in cases of medical emergency which result in the student being admitted to hospital.

6. Acting for parents in granting permission for:

- Weekend exeat leave (whether to the Educational Guardian or elsewhere)
- Urgent medical treatment
- Activities involving risk such as horse-riding, canoeing etc
- Items of large expense which are to be added to the term's bill
- Making additional pocket or travel money available as required.

Educational Guardians must inform the School if they are away from their usual address for any length of time and provide emergency contact details.

The School cannot accept responsibility for students outside official school periods. These are clearly advised to parents in advance. For example, the Educational Guardian must take responsibility for a student arriving from overseas before the first day of term, or on the first day of term but before the official start time (usually 6pm), until the School officially opens. Students arriving at School before the official start time may find themselves unable to access School buildings.

The School must be notified of any change of Educational Guardianship in writing before the change takes place. The School reserves the right to request a change of Educational Guardian if the appointee is judged to be inappropriate or unable to fulfil the duties outlined above.