



CATERHAM SCHOOL

EDUCATIONAL GUARDIANSHIP NOMINATION

(This form is to be completed by parents - please use BLOCK CAPITALS)

Student's Family Name (Surname) as shown on Passport

Given Name (First Name) of Student

Name Known As.....

School Year

Please ensure that you complete ALL the following details. The School uses e-mail to distribute information to parents and guardians so you must ensure that any changes are notified to the School Office and the Head of House immediately.

Nominated Guardian's Name/Organisation:.....

Address:

.....

Telephone.....Mobile.....

E-mail

The above named organisation/person has agreed to act as Educational Guardian to my son/daughter and undertakes all responsibilities as set out in the Caterham School Educational Guardianship Policy Terms and Conditions, including the following:-

1. To provide a point of contact on a daily basis throughout the School term and holidays if appropriate.
2. To provide suitable accommodation for my son/daughter and an appropriate degree of care and supervision during exeat weekends, half term breaks and longer holiday periods.
3. To be ready to accommodate my son/daughter at short notice in case of emergency or crisis.
4. To be ready to liaise with the Head of House on my behalf in any matters relating to my son's/daughter's welfare.
5. To make, in consultation with parents, all travel arrangements. To inform the Head of House about all travel arrangements and to provide all the necessary details prior to my son/daughter leaving the School for an exeat weekend or a longer holiday period.
6. To attend parent/teacher meetings or any other meeting at the School on behalf of the parents and to ensure that information is passed on to the parents.
7. To undertake parentally delegated responsibilities as clearly specified in the 'Educational Guardianship Agreement' and the Caterham School Educational Guardianship Policy with myself as the parent in order to promote and safeguard the welfare of my child at all times.

I confirm that the above named person is over 25 years of age, is permanently resident in the UK and lives within two hours travelling distance by car or public transport from Caterham School.

I also undertake to notify the School Office and Head of House of any change of Educational Guardianship Organisation/Guardian immediately and to provide full contact details of the new Educational Guardianship Organisation/Guardian.

I confirm that I have read the School's Educational Guardianship Policy and I accept the School's Terms and Conditions regarding the appointment of an Educational Guardian for my/our child.

Name Signature

Date.....

For Admin Use			
CAS	Head of House	Pupil File	Info sent