



ACS (International) requires all international students, regardless of age, and not residing with a parent, to have a guardian for the duration of their enrolment. The guardian is to act on behalf of the student's parent and to assist with all aspects of the welfare of the student.

The policy sets out the expectation of the guardian's role and monitor the contractual relationship between the guardian, student and parent.

The policy consists of the following:

1. Criteria
2. Registration process
3. Appointment
4. Duties expected by the school
5. Monitoring
6. Monetary rewards

1. CRITERIA

- (a) They must be 30 years old and above.
- (b) They must be a Singapore citizen/Singapore Permanent Resident OR adult family member (21 years and above) of the student and are working/staying in Singapore.
- (c) They must not exceed the cap of being guardian to 15 ACS (International) students.
- (d) They must be willing to comply with school expectations.
- (e) They must **NOT** have a current/history of criminal or mental illness record.
- (f) They must be willing to be subject to criminal background check by the school, i.e. by submitting an official document of proof.
- (g) They must **NOT** be a staff member of ACS (International).

2. REGISTRATION PROCESS

Fill up the Registration Form.

Sign the completed registration form including the declaration component.

Declare that they:

- (a) do not have a criminal record or are not under criminal investigation;
- (b) do not have an existing or history of mental illness; and
- (c) are free from financial embarrassment.

Allow the ISPC to visit the premises.

Note

New guardians must have a one-time face-to-face meet up with the ISPCC for guardianship interview. Where a match is deemed suitable, the potential guardian would be notified for an initial meeting with the student or/and parents. They will go through briefing for new guardians in order to be familiar with the school system.

From 2018, ALL guardians must submit the completed Statutory Declaration Form (see Annex A) to prove that they do not have history of drug abuse/mental illness and criminal records. They may choose to go to their own lawyer or have the completed form (signed and printed) authorised by the duty Commissioner of Oath at Level 3M of the Supreme Court for SGD\$25. The whole process should take less than 15 minutes.

Those who wished to be considered as potential guardians for new students referred by the school must submit the completed Guardianship Request Form (see Annex B).

3. APPOINTMENT

Request submitted via the country agent or the parents when overseas

- (a) The agent or the parents fill up the Guardianship Request Form (see Annex B) in the admissions package.
- (b) The ISPCC matches the guardian according to language request and availability from the guardian pool. Same-gender guardians will be matched with prospective students.

Request by existing international students or/and parents who are residing in Singapore

- (a) The ISPCC arranges meet ups of at least two guardians for the student or/and parents to interview.
- (b) The ISPCC would be present at the interviews.

Guardians appointed by parents directly

- (a) In the case of the guardian being appointed by the parents directly, the guardian would fill in the Guardianship Registration Form and submit it to the school upon enrolment of the student.
- (b) Guardians are expected to have a formal written contract with the parents that states that the parents have agreed to grant guardianship of their child to the guardian concerned (see Annex C) for a commonly agreed period of time.
- (c) The guardian, parent and student should each have an individual copy of the Guardianship Contract.
- (d) From February 2017, every international student who has a guardian must furnish the school with a copy of the Guardianship Contract in English.

4. DUTIES EXPECTED BY THE SCHOOL

Before starting school

- (a) Contact parents directly to establish personal working relationship and to understand the student better
- (b) Check on flight details and to work on pick-up arrangement of the student
- (c) Arrange for viewing and interview with the Hall (ACS (Independent) Boarding School or Oldham Hall)
- (d) Help the student get essential things
- (e) Accompany the student to school for orientation and to attend briefing for new parents/guardians
- (f) Assist with student pass matters
- (g) Ensure that the student has international health insurance coverage

After starting school

- (a) Check in with the student at least once a week via text message
- (b) Catch up with the student in person at least once a month
- (c) Update the parents regularly (at least once a fortnight or as arranged with the parents)
- (d) Sign consent forms
- (e) Alert the school on medical issues/absences/late-coming of the student
- (f) Assist with the student's overseas travel arrangements
- (g) Liaise with the school on the student's discipline matters
- (h) Ensure that the student is properly attired and reports to the school on time
- (i) Keep communication lines with the school open through email, SMS or telephone
- (j) Monitor the student's progress in school, both in academic and co-curricular activities
- (k) Monitor the student's computer and internet usage
- (l) Monitor the student's weekend activities
- (m) Monitor the student's expenditure
- (n) Acknowledge the receipt of communications from school through email
- (o) Read the monthly newsletter
- (p) Attend all Parent-Teacher Meetings with the student
- (q) If there are changes in boarding arrangement from hostel to homestay after the mandatory one year, the guardian is to assist the student, in collaboration with the ISPCC, in looking for a school-approved homestay. Should guardianship be changed during the one-year transition, the school and parents must be kept informed.

Note

If the student is staying in a homestay and the guardianship is not changed to homestay provider, clear division of roles should be made between the two care-providers (see Annex E and Accommodation Policy).

5. MONITORING

The ISPCC conducts mid-year review on satisfaction level of the parents and the student with regards to care and duties carried out by the guardian.

The ISPCC conducts end-of-year review on satisfaction level of the parents and the student with regards to care and duties carried out by the guardian.

The ISPCC investigates any complaint lodged against providers and where necessary, discontinues the homestay services provided by the said guardian.

6. MONETARY REWARDS

The school does not, in any form, take monetary reward for the matching of guardians. No school staff member is to be paid any commission for recommending or matching of guardians nor should any be offered, whether in cash or in kind, to any staff in exchange for favours. The \$495 fees collected by the school for international students with student pass goes to a generic pool of school funds and not as payment for the services of the ISPCC directly.

The market rate charged by most guardians is SGD\$2,000 per annum. It is also common that guardians charge SGD\$2,500 for the first year due to the heavy logistical and administrative duties to be done in the first few months.

The monetary aspect is a private arrangement between the parents and the guardian, of which the school does not concern itself with.

ANNEX A

OATHS AND DECLARATIONS ACT (CHAPTER 211)

STATUTORY DECLARATION

I, _____, NRIC/FIN No.: _____

Occupation: _____, Address: _____

Do solemnly and sincerely declare that I :

1. do not have any existing substance dependence e.g. alcohol, drugs (excluding prescription by a certified medical professional).
2. do not have any existing or past history of mental illness.
3. do not have existing criminal record(s) in Singapore or overseas.
4. am not currently under police investigations in Singapore or overseas.
5. am not under any current Child Protection Services investigation, nor have been subject to a Child Protection Services investigation.

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap. 211), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at Singapore)

this day of)

(R.T.P./Signature of Declarant)

Before me,

Interpreted by

Commissioner for Oaths, Singapore

ANNEX B

GUARDIANSHIP REQUEST FORM



ACS
(International)

A Methodist Institution
(Founded 1886)

Please complete the information below.

STUDENT DETAILS

Name (as in Passport/NRIC) *(Please underline surname)*

Age

Nationality

Singapore Citizen Singapore Pr Others:

Email Address

Mobile No.

Language(s) Preferred by Student

Language(s) Preferred by Parent When in Communication with Guardian

Any Other Preferences (e.g. Profession, Age, Religion, Personality)

Date of Request

Requested by

FOR OFFICIAL USE

Guardians Shortlisted for Interview

1.

2.

Guardian Chosen by Parents

Reasons

ANNEX C

WHAT TO INCLUDE IN A GUARDIAN CONTRACT

1. Full legal names of the parent, student and guardian

2. Duration of contract

Example: 1/1/2017–31/12/2018

The school recommends a yearly contract as it provides ample time for mutually agreed changes to terms and clauses.

3. Coverage of contract

The expectations covered in the policy guide must be included, in addition to any other terms proposed by the individual guardian.

4. Payment matters

Example: Mode of transfer, Date of transfer

5. Amount of deposit to be collected

6. Emergency contact numbers

7. *Termination of contract. Essential points to include:

- (a) Under what circumstances
- (b) Notice period
- (c) Refund policy (especially the calculation of the due amount)

**Parents and students must be fully aware and comfortable with the clause for the termination of individual guardian contract with regards to the refund policy before they sign the contract.*

ANNEX D

WHAT GUARDIANS NEED TO KNOW ABOUT THE STUDENT

1. Any food allergy?
2. Any medicine allergy?
3. Any medical condition?
4. What is the blood type of the student?
5. Does the student have an international student insurance?
6. Any relative in Singapore?
7. Any person to contact in case of emergency, other than the parents (should they be uncontactable)?
8. How do the parents want the guardian to discipline the student, e.g. grounding, reduction of allowances?
9. What subjects are the student weak in?
10. *What subjects do the student require tuition in?
* Guardians must note that teachers of ACS (International) are not allowed, under the school policy, to tutor any of the students even if they are not teaching the students directly.
11. Any other matters that arise from any conversation with the parents and the student.

ANNEX E

TRANSFER OF INTERNATIONAL STUDENT TO HOMESTAY

In the event that the student moves into a homestay from boarding/another homestay, the school strongly recommends the following:

Model A: Should guardianship remain unchanged

1. The guardian to continue charging for guardianship fees. With this, guardianship duties as stated in the policy continues except for cases of medical emergencies when the homestay provider is expected to respond to the situation in the best interest of the student under their care.
2. A mutually-agreed understanding to be reached between the homestay provider and the guardian on division of roles, e.g. signing of consent forms.
3. Should the guardianship be transferred to the homestay provider before 6 months is up, the homestay provider should pay the guardian the amount equivalent to one month's rental.

Model B: Should guardianship be transferred to the homestay provider

1. The homestay provider to pay a one-time referral fee to the guardian. The amount to be paid is one month's rental.
 2. The homestay provider is not obliged to pay the existing guardian any referral fees when the student renews the homestay contract for the following and subsequent years.
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