

# GUARDIANSHIP REGISTRATION FORM



## GUARDIANSHIP POLICY & PROCEDURES

All parents who live overseas, or who are not immediately accessible whilst their child is at school, are required to have a guardian who is a resident in Singapore. The guardian's role is a vital one. They are to support the student and to deputise for the parents when they are not available.

A guardian may be a relative or close friend of the parents but they must know the student who must be comfortable in having them deputise as a parent. As guardians are in a responsible position, they should be at least thirty years of age. Same sex or female gender is preferred.

A guardian should be aware of all the relevant aspects of the school operation and the education of the student for whom they are responsible. They should communicate regularly with the school, initially through Housemasters / mistresses, or through the International Student Pastoral Care Coordinator (ISPCC). Similarly, a guardian must be readily contactable by the school. The school will seek to keep in-touch with the guardian on a regular basis.

The school requires all guardians to complete a registration form and to update the school about any changes to their particulars. All guardians will be monitored by the school. Should problems emerge in the guardianship arrangements, the ISPCC's help can be enlisted.

For more information, contact the ISPCC at [ispcc@acsinternational.com.sg](mailto:ispcc@acsinternational.com.sg). Please refer to the Guardianship Policy of ACS (International) for more details.

## SPECIFIC GUIDELINES

- 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 (either 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
- h) Check in with the student at least once a week via text message
- i) Catch up with the student in person at least once a month
- j) Update the parents regularly (at least once a fortnight or as arranged with the parents)
- k) Sign consent forms
- l) Alert the school on medical issues/absences/late-coming of the student
- m) Assist with the student's overseas travel arrangements
- n) Liaise with the school on the ward's discipline matters
- o) Ensure that the student is properly attired and reports to the school on time
- p) Keep communication lines with the school open through email, SMS or telephone
- q) Monitor the student's progress in school, both in academic and co-curricular activities
- r) Monitor the student's computer and internet usage
- s) Monitor the student's weekend activities
- t) Monitor the student's expenditure
- u) Acknowledge the receipt of communications from school through email
- v) Read the monthly newsletter
- w) Attend all Parent-Teacher Meetings with the student

## GUARDIAN DETAILS

Name (as in Passport/NRIC) <i>(Please underline surname)</i>		Preferred Name	
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Others:		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Student's Name on Passport <i>(Please underline surname)</i>		Preferred Name	
Relationship to Student		Identification Number	
Company		Profession	
Home Address		Postal Code	
Mobile No. + Country Code		Residential Tel. No. + Country Code	
Email Address		Name & Emergency Contact of Secondary Guardian	

Fees charged by me per annum (The market rate charged by a guardian of ACS (International) is SGD \$2,000 per annum.)

## DECLARATION BY APPLICANT (ALL FIELDS ARE COMPULSORY)

Do you have any existing medical condition, physical impairment or substance dependence?  Yes  No  
(Dependent on alcohol, drugs, etc, excluding prescription by a certified medical professional.)  
If Yes, please state:

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Do you have any past history of mental illness?  Yes  No

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Are you currently under police investigations in Singapore or overseas?  Yes  No

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Do you have existing criminal record(s) in Singapore or overseas?  Yes  No  
(excluding parking offences and spent records)

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Are you an undischarged bankrupt or do you have any outstanding unsecured debts?  Yes  No

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I declare that all information given by me in this application and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false, incomplete, misleading or incorrect, my application may be rejected.

I have read and accept the Policy and Procedures in Guardianship.

I understand that this guardianship approved by the school applies only for only one year. I understand and accept the Policy and Procedures in Guardianship.

I understand too that this is subject to my meeting the expectations of the school on effective pastoral care of the ward and approval granted by the school may be withdrawn anytime within this period.

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Name	Signature	Date
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## FOR OFFICIAL USE ONLY

Reasons  Approved  Not Approved

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Approved by

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Signature	Date
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