



Guardianship Policy

Guiding Statements

Student Wellbeing

To provide a safe, welcoming and affirming environment reflecting the school's values, child protection and safeguarding guidelines, to develop students socially, physically, emotionally, intellectually and spiritually.

Home and Community

To develop strong partnerships with all stakeholders to ensure the safety, well-being and holistic development of all students, including those in Boarding and Homestay arrangements.

Guardianship policy of ACS(International)

ACS (International) requires all international students enrolled at the school, 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 Guardianship policy of ACS (International) sets the expectation of the guardian's role and monitor the contractual relationship between the guardian, student and the parent.

Guardianship Criteria

A Guardian must fit the following criteria:

Be 30 years old and above and be a Singapore citizen/Singapore Permanent Resident

or

Be an adult family member (21 years and above) of the international student and who is working/staying in Singapore

and

- Must not have exceeded the cap of 15 ACS (International) students as wards
- Must be willing to comply with school expectations.
- Must not have current or history of criminal or mental illness record.
- Must be willing to be subject to a background check by the school by submitting official document of proof.
- Must not be a member of the staff of ACS(International).

Registration Of Guardian

Fill up Guardian Registration Form

To sign completed registration form with declaration component duly completed. Guardian would have to declare that they:

- Does not have a criminal record or under criminal investigation
- Does not have history of or existing mental illness
- Is free from financial embarrassment

<i>Prepared By</i>	<i>Approved By</i>	<i>Review and Revised</i>	<i>Reviewed by</i>	<i>Next Review</i>
PST	SLT	T2 2021	PST	T4 2021

For guardians new to the school, to have a one-time face to face meet up with the IPC for guardianship interview. Where a match is deemed suitable, the potential guardian would be called down for an initial meeting with the student or/and parents

All guardians of ACS (International) are to submit

Statutory declaration form (Annex A) to prove that they do not have history of drug use/mental illness and criminal records.

All guardians who wish to be considered as potential guardians for new international students referred by the school must produce use the Guardian Registration Form to register with the school.

Guardians may choose to go to their own lawyer or have it authorised by the duty Commissioner of Oath at Level 3M of the Supreme Court for \$25. The whole process should take less than 15 minutes.

Please print out Annex A and complete it before going down.

Appointment of Guardianship

There are a number of ways that families appoint Guardians.

Request submitted via country agent or parents when overseas

- Agent or parents to fill in guardianship request form in admission package
- IPC to match according to language request and availability of guardian from guardian pool. Same gender guardian will be matched with prospective student

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

- IPC to arrange for meeting of at least 2 guardians for student or/and parents to interview.
- IPC would be present at the interviews

Guardians who are appointed by parents directly

In cases where guardians are appointed by parents directly, the guardian would fill in the school's guardianship registration form and submit to the school upon enrolment of the student

Guardians are expected to have a formal written contract with the parent that states that the parent has agreed to grant guardianship of their child/children to the guardian concerned (see Annex B for what to include in the contract) for a commonly agreed period of time.

The guardian, parent and the student should each have an individual copy of the guardianship contract. ACS (International) should also have a copy of the guardianship contract in the English Language.

Duties Expected of Guardians

Before starting school

- Contact parents directly to establish personal working relationship and to understand the student better. (See Annex C)
- Check on flight details and to work on
- On pick up arrangement e.g. how to recognise guardian
- Arrange airport pick up to temporary location/boarding school
- Arrange for viewing and interview with the halls (either ACS Independent Boarding or Oldham Hall)
- Help students get essential things e.g. transit link cards, phone card/lines, uniform, school books
- Bring ward to school for orientation and to attend briefing for new parents and guardians
- Assist with student pass matters*

- Ensuring that student has international health insurance

After starting school

- To check in with student at least once a week
- To update parents regularly (at least once a fortnight or as arranged with parents)*
- Alert the school on medical issues/absences/late-coming of wards*
- Assist with ward's overseas travel arrangements
- Sign consent forms*
- Liaise with the school on ward's discipline matters*
- Ensure that the ward is properly attired and reports to the school on time
- Keep communication lines open through email, SMS or telephone
- Monitor ward's progress in school: both in academic and co-curricular activities
- Monitor ward's computer and internet usage
- Monitor ward's weekend activities
- Monitor ward's expenditure
- Acknowledge receipt of communications from school through email
- Read the newsletters
- Attend all Parent-Teacher Meetings with their wards*
- Update address and contact information when there are changes*
- Should there be changes in boarding arrangement from hostel to homestay after the mandatory one year, guardian is to assist the ward, in collaboration with the IPC, in looking for a school approved homestay. Should guardianship be changed at this transition, the school and parents must be kept informed.

Note: should the ward be staying in a homestay and the guardianship is not changed to homestay provider, clear division of roles should be made between the 2 care-providers. (See Annex D and also Accommodation Policy)

Monitoring of guardians

- Mid-year review to be conducted by IPC on satisfaction level of parents and ward with regards to care and duties carried out by the guardian
- End-year review to be conducted by IPC on satisfaction level of parents and ward with regards to care and duties carried out by the guardian
- New guardians to go through briefing of new guardians for them to be familiar with the school system
- IPC to investigate any complaint lodged against guardian and where necessary, to discontinue the guardianship services provided by the said guardian

Monetary rewards of guardianship

The school does not, in any form, take monetary reward for matching of guardians to students. No member of the school staff is to be paid commission for recommending or matching of guardianship nor should any be offered, whether in cash or in kind, to any staff in exchange for favours. The \$550 fees collected by the school for international students with student pass goes to a generic school pool of funds and not as payment for the work of the IPC directly.

The market rate charged by most guardians is SGD2000 per annum. It is also the market rate for guardians to charge SGD2500 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 guardians, of which the school does not concern itself with in anyway

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

What to include in contract with parents

1. Full legal names of guardian, parent and ward
2. Duration of contract e.g. 31/12/2019 – 31/12/2020. The school's recommendation is a yearly contract as it allows room for mutually agreed changes to terms and clauses
3. What the guardianship covers. The expectations covered in the policy guide must be in the contract, in addition to any other terms proposed by the individual guardian
4. Payment matters e.g. 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 for this:
 - a) Under what circumstances
 - b) Notice period
 - c) Any refund of guardianship fees and how it is calculated

Annex C

Essential information guardians need to know about ward.

1. Any food allergy?
2. Any medicine allergy?
3. Any medical condition?
4. Blood type
5. Does ward already have international student insurance?
6. Any relative in Singapore
7. Who to contact in cases of emergency other than the parents should parents be uncontactable?
8. How should pocket money be given to the student? E.g. weekly, monthly
9. How would parent want guardian to discipline student? E.g. grounding, reduction of allowances
10. What are the subjects the students are weak in?
11. What are the subjects the students require tuition in? *
12. Any other matters that arise from conversation with parents and ward

*Guardians are to note that teachers of ACS (International) are not allowed, under school policy, to tutor any of our students even if they are not teaching the students directly

Annex D
Transfer of 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)

Guardian to continue charging for guardianship fees. With this, guardianship duties as stated in 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

A mutually agreed understanding to be reached between homestay provider and guardian on division of roles e.g. signing of consent forms

Should the guardianship be transferred to 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 homestay provider)

Homestay provider to pay a one-time referral fee to the guardian. The amount to be paid is one month's rental

Homestay providers are not obliged to pay the existing guardian any more referral fees when the student renews the homestay contract for the following and subsequent years.