

# 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 Pastoral Coordinator (IPC). 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 IPC's help can be enlisted.

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

## GUARDIAN RESPONSIBILITIES

- |                                                                                                                 |                                                                                            |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| a) To adhere to all Ward Safeguarding and Protection policies                                                   | l) Alert the school on medical issues/absences/late-coming of the student                  |
| b) To report any Ward Safeguarding and Ward Protection issues to the school as soon as you become aware of them | m) Assist with the student's overseas travel arrangements                                  |
| c) Arrange for viewing and interview with the Hall (either ACS (Independent) Boarding School or Oldham Hall)    | n) Liaise with the school on the ward's discipline matters                                 |
| d) Help the student get essential things                                                                        | o) Ensure that the student is properly attired and reports to the school on time           |
| e) Accompany the student to school for orientation and to attend briefing for new parents/guardians             | p) Keep communication lines with the school open through email, SMS or telephone           |
| f) Assist with student pass matters                                                                             | q) Monitor the student's progress in school, both in academic and co-curricular activities |
| g) Ensure that the student has international health insurance coverage                                          | r) Monitor the student's computer and internet usage                                       |
| h) Check in with the student at least once a week via text message                                              | s) Monitor the student's weekend activities                                                |
| i) Catch up with the student in person at least once a month                                                    | t) Monitor the student's expenditure                                                       |
| j) Update the parents regularly (at least once a fortnight or as arranged with the parents)                     | u) Acknowledge the receipt of communications from school through email                     |
| k) Sign consent forms                                                                                           | v) Read the monthly newsletter                                                             |
|                                                                                                                 | w) Attend all Parent-Teacher Meetings with the student                                     |

I have read, understood and accept the Guardian Responsibilities.

## GUARDIAN DETAILS

Guardian's Name (as in Passport/NRIC) <i>(Please underline surname)</i>		Guardian's 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>		Student's Preferred Name	Tutor Group
Student's Local Address		Postal Code	Student's Contact No.
Student's D.O.B.	Guardian's Relationship to Student	Student's Identification Number	
Company	Profession	Guardian's Identification Number	
Guardian's Local Address		Postal Code	Guardian's D.O.B.
Guardian's Mobile No. + Country Code		Guardian's Residential Tel. No. + Country Code	
Guardian's 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 \$2,500 per annum.)

## DECLARATION BY APPLICANT (ALL FIELDS ARE COMPULSORY)

Do you have any existing medical condition, physical impairment or substance dependence? (Dependent on alcohol, drugs, etc, excluding prescription by a certified medical professional.) If Yes, please state:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any past history of mental illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently under police investigations in Singapore or overseas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have existing criminal record(s) in Singapore or overseas? <small>(excluding parking offences and spent records)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you an undischarged bankrupt or do you have any outstanding unsecured debts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> 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.		
<input type="checkbox"/> I have read, understood and accept the Policies and Procedures in relation to Guardianship.		
<input type="checkbox"/> I understand that this guardianship approved by the school applies only for only one year.		
<input type="checkbox"/> 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.		
Name	Signature	Date

## FOR OFFICIAL USE ONLY

Reasons	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Approved by	Signature	Date

## GUARDIAN CODE OF CONDUCT

- We will support our ward in achieving personal excellence in all aspects of school life.
- We will support and help our ward to observe all school regulations, including protecting the School's equipment, property and good name.
- We embrace the caring ethos of the School by conducting ourselves in a respectful and orderly manner whenever on the School campus or when representing the School off-campus.
- We will treat all members of the community with respect by using appropriate language and a dignified tone when speaking with others.
- We will communicate promptly, honestly and openly about our ward and utilize the communication channels and times provided by the School.
- In areas of dispute we will seek to clarify our ward's version of events with the School as part of a peaceful resolution process.
- We have the responsibility to look after any ward in our care if their actions could lead to conflict, aggressive or unsafe behaviour on campus or off campus.
- We are committed to Ward Protection and Safeguarding practices in line with the requirements set out by The International Task Force for Ward Protection.
- We shall seek information and raise concerns directly with the School through the appropriate channels.
- We will avoid issuing abusive/threatening emails, letters or text/voicemail/phone messages or other written communication. This includes online and offline communications, taking care not to engage in bullying in any form.
- We will promptly report your ward's absence or late arrival and make sure that your ward is attending school on time, prepared, and in the best possible state to learn.
- We will follow the instructions of the School security guards, staff and traffic attendants at all times.

Name	Signature	Date