

# Mill Hill School



*Guidance for Guardians 2011-12*

## GUARDIAN APPOINTMENT

All boarding pupils at Mill Hill School whose parents live overseas or more than half a day's travel from the school are required to have a guardian, resident within one hour of road travel of the school. Guardians will be appointed by the parents to act in "loco parentis" and must be able to respond readily to an urgent call to be at the school on behalf of their charges. Boarding Housemaster/mistresses also act in "loco parentis" and it is important that Guardians and Housemaster/mistress work together in partnership to ensure that the potential of each pupil is reached.



Listed below is a set of guidelines and information developed by the school for appointed Guardians, to ensure that Pastoral partnership between the Guardian and the School works as smoothly and effectively as possible.

## CONTACT DETAILS

Contact details for the Boarding Houses and for your charge's Housemaster/mistress are as follows. A wide range of information on the workings of the boarding house he or she belongs to, can be found in the appropriate House Prospectus, which you should ask the relevant Housemaster/mistress for if you have not yet received one.



*The School Campus*

## **BURTON BANK**



<b>HOUSEMASTER:</b>	J.D. Cuff
<b>RESIDENT TUTOR</b>	S. Hendy
<b>TUTORS:</b>	J.M.Murphy, R.E.Bradley , A.H.Slade
<b>MATRON:</b>	Pauline Clarke
<b>HOUSEMASTER, TELEPHONE:</b>	020 8959 1487
<b>HOUSEMASTER, EMAIL:</b>	jdc@millhill.org.uk
<b>MATRON, TELEPHONE:</b>	07887727470
<b>TUTOR CONTACT NO:</b>	020 8201 1277

***COLLINSON HOUSE***



<b>HOUSEMASTER:</b>	P.R. Lawson
<b>RESIDENT TUTOR</b>	A. R. Homer
<b>TUTORS:</b>	V.G. Miner, E. Stewart, P.H. Thonemann
<b>MATRON:</b>	Di Sherlock
<b>HOUSEMASTER, TELEPHONE:</b>	020 8959 4155
<b>HOUSEMASTER, EMAIL:</b>	prl@millhill.org.uk
<b>MATRON, TELEPHONE:</b>	020 8906 0216
<b>HOUSE FAX:</b>	020 8959 6007

## ***RIDGEWAY HOUSE***



<b>HOUSEMISTRESS:</b>	L.J. Farrant
<b>RESIDENT TUTORS</b>	D. M.Halford
<b>TUTORS:</b>	E. Coyle, B. K. Hazeldine, G.N. Saint, J.G.W. Watson
<b>MATRON:</b>	Liz Croft–Baker
<b>HOUSEMISTRESS, TELEPHONE:</b>	020 8959 3469
<b>HOUSEMISTRESS, EMAIL:</b>	ljf@millhill.org.uk
<b>MATRON, TELEPHONE:</b>	020 8906 8957
<b>HOUSE FAX:</b>	020 8959 5778

### **COMMUNICATION:**

- The first contact for all Guardians is the Housemaster/mistress of the boarding House in which their pupil has been placed. Newly appointed Guardians are expected to attend the welcome lunch in the House in which their charge has been placed; this year the lunch will take place on Wednesday 7th September at 1pm. This is an important event which provides a foundation on which to build good working relationships and an opportunity to meet existing parents, pupils and guardians on an informal social basis, as well as House Staff. If it is not possible for a Guardian to attend, the relevant Housemaster/mistress must be contacted and an alternative meeting should be arranged during the first two weeks of the pupil joining the school.
- Guardians should ideally have a fluent knowledge of English, to be able to communicate with the Housemaster/mistress and other relevant parties at the school. They should also be able to speak and write the pupil's mother tongue well. If there are any language difficulties, please let us know and we will do our best to help and to offer translation where possible.
- The information that the Guardian provides to the school should be accurate, especially in the case of contact numbers; any changes should be forwarded immediately to the School Office, with a copy to the Housemaster/mistress.

The records will then be updated and a copy of the changes forwarded to the Director of Boarding.

- **Guardians should always inform the Housemaster/mistress if they intend to be away from home on holiday or business, and provide alternative contact numbers and care arrangements, approved also by parents. We always have to have a safe point of contact in case of emergency.**
- A Guardian should keep in regular contact with the Housemaster/mistress of his/her pupil at Mill Hill and should always inform the Housemaster/mistress if the student has revealed a concern of which we should be aware; in such cases, a copy should also be sent to the Director Boarding who has the overview of all boarding issues and pupils.
- We expect Guardians to maintain regular contact with the pupil. This can be by telephone, letter, or by Guardian visits the pupil at School. All pupils appreciate visits from friends or family interested specifically in their welfare and progress at School. Please do not underrate the importance of this.
- If families are used by Guardianship agencies in order to accommodate pupils, then they must confirm to the relevant Housemaster/Mistress that all such host families are subject to, and have satisfactorily passed, a CRB check. This checking must be implemented by, and is the responsibility of, the Guardianship agency who should hold a copy of all relevant documentation.
- After any main holiday period, pupils will always have a brief interview with the Housemaster/mistress about their stay in order to provide useful information that will enable us to support the Guardian and/or pupil where necessary. Any areas of concern will be reported to, and followed up by, the Housemaster/mistress and the Director of Boarding.
- There are other special occasions when Guardians may wish to support their charge; whilst at the School he/she may participate in School concerts, productions or matches. It means a great deal for pupils to know that their performance may be watched by their own special visitor from outside.



It is important to remember birthdays in term time, so that students feel cared for when away from home. Cards or parcels can be sent in advance, care of Boarding staff, and given on the right day. Telephoning on birthdays is also strongly encouraged.

Personal happiness is as important as academic success; pupils need to feel that the adults in their lives have an on-going interest, not only in their education, but also in their total well-being. Whilst the Houses have a distinct family atmosphere, it may take a student time to adjust to a new set up and a different cultural experience and this should not be underestimated. Guardians play a vital role here.

## **ACADEMIC ISSUES**

- **It is very important that pupils are represented by their Guardians at Parents' Meetings in cases where parents are unable to be present.** Discussions with teachers, tutors and Housemasters/mistresses on these occasions raise awareness of any problems at an early stage, and can help in advising and encouraging the pupil, as well as keeping the parents informed of their child's academic progress. Sometimes the advice given by teachers will have a direct bearing on subject option choices to be taken. Often the visit will provide the opportunity of saying "well done" on behalf of an absent parent. Guardians should always report back to parents as soon as possible after parents' meetings to discuss any recommendations that may have been made by subject teachers.
- Guardians who provide accommodation for pupils over holiday periods should contact the Housemaster/mistress to discuss academic work that might have been set for the pupil over the holiday period, particularly if progress has been sporadic. A guardian is expected to ensure that there is always appropriate adult supervision in place. The Housemaster/mistress is always happy to offer support and advice where necessary.

## **WEEKEND ARRANGEMENTS**

- Guardians should be aware of the wishes of parents with regard to the arrangements that are made for the care of their children over the weekend period. This is especially important when pupils request to stay overnight with friends or other relatives. The Housemaster/mistress would refuse an overnight stay unless the parent and/or Guardian has provided written permission by fax or by electronic exeat chit, which can be downloaded from the School website; written permission must also be received by the Housemaster/mistress from the host family, confirming that a responsible adult will be present who will care for the pupil during any overnight visit.

- In addition the Off Site Visit Form for pupils must be completed by parents/and or Guardians before permission will be given for pupils to leave the School site in accordance with normal bounds rules.
- We also encourage pupils to visit their Guardians at least once per half term for a weekend, to maintain a well-informed relationship, and give the pupil a welcome break from the School environment.

## **GUARDIAN ACCOMMODATION PROVISION**

- **In case of illness:**  
There are three full time qualified nurses at the school Medical Centre to attend to pupils when they are unwell and a Nurse Matron on site in Collinson. If further treatment is required, the Nurse will liaise with the School Doctor or transfer the pupil to hospital, as appropriate. However, if a pupil is too ill to attend lessons he/she will usually be sent home. Guardians must therefore be prepared to accommodate their charges in these circumstances.
- **In the event of a pandemic such as Avian or Swine Flu:**  
In the case of an outbreak of a pandemic such as “Avian Flu” or “Swine Flu” the School may be closed and all services suspended. It is therefore important that all overseas boarding pupils are able to be accommodated in the first instance - within the first 12 to 24 hours – by their Guardian.
- **Suspension:**  
On rare occasions a pupil may be suspended for a period of time for serious misbehaviour. The relevant Housemaster/mistress will liaise with the Guardian about the circumstances of the suspension. If the pupil is from overseas, it will usually be necessary for him or her to serve the period of suspension at the appointed Guardian's home. It will always be necessary in these cases for the parents or Guardian to visit the School to discuss the circumstances of the suspension with the Headmaster or the Director of Boarding.
- **Holiday accommodation:**  
If for any reason a pupil cannot be accommodated by their Guardian during the holiday period, Guardians must, unless the pupil is returning to his/her parents, inform the Housemaster/mistress of this fact, giving the reasons for, and full contact details of, the pupil’s alternative arrangements; parents must also give their written agreement to any changes. **Arrangements should never be made for a pupil to stay in any setting which is unsupervised at night by adults, regardless of the age of the pupil.**

## **MEDICAL ISSUES**

- Guardians should have knowledge of any special medical conditions or medical history relating to their pupil, from the parents or from the school Medical Centre. Please ensure that we are aware of any medical conditions which we may need to monitor. All medical information forms **MUST** be returned to the Medical Centre.

- Pupils are not allowed to bring their own medicines into School without the knowledge of the Medical Centre and/or School Doctor. If a pupil wishes to self-medicate there is a special form available which ensures that the correct permission has been given, that the medication is approved and that it will be stored securely.
- Guardians would normally act for parents in granting permission for urgent medical treatment, unless we are advised otherwise.

## **TRAVEL ARRANGEMENTS**

- Guardians often undertake the responsibility for travel arrangements for pupils to and from School, and should **always** notify the Housemaster/mistress of these arrangements. In the case of unaccompanied travel to and from airports, the School will expect the Guardians to use the taxi service that the School has used over a long period of time and where confirmation is held that the drivers used are CRB checked. We do not approve of pupils in the Lower School making their own way by public transport to or from airports and if the intention is for a pupil to return to School unaccompanied than the Guardian should book a return journey through taxi company used by the School.
- **Please ensure that air tickets are booked well in advance so that pupils are not missing important lessons, meetings and social events at the beginning and the end of each term. It is crucial that term dates are adhered to unless circumstances are exceptional. If the period of leave required exceeds 24 hours, then permission must be sought directly from the Director of Boarding.**
- Exeat/weekend forms (see sample at the end of the handbook) can be downloaded from the School's website and should be used to record arrangements for weekend and holiday stays. Completed forms must be sent back to the Housemaster/mistress, preferably by email.

## **PERSONAL BELONGINGS**

- Guardians are expected to ensure that pupil's valuable personal effects are collected and stored safely during holiday periods, and that all their personal effects are removed at the end of the year, or their last term at the school.
- If you are sending money or cheques to your charge, please use registered post so we can be assured these will arrive safely. Pocket money can also be lodged with the Housemaster/mistress at the beginning of each term, to be held securely and distributed as needed. Sixth Form pupils may wish to open a bank account and the school can provide a standard letter which will assist with this.

## **INDUCTION PROGRAMME**

- At School, we have an extensive Induction Programme to help Boarders settle into the community. A series of talks will take place in Houses, where important rules and regulations will be outlined; there will also be social events – both across the Houses and within each individual House, to encourage bonding. These range from theatre trips and cultural visits, to ice-skating and shopping.
- All overseas pupils will have afternoon tea with the Head of EAL (English as an additional Language), Director of Boarding and the Boarding Monitor. They will talk to pupils about some of the social, cultural and academic issues, which may arise during School time and give some practical advice about School vocabulary used which may not be easily accessed using a standard dictionary. They will also give pupils ideas about how to improve their language skills quickly and easily, outside the classroom.
- Each pupil is assigned a mentor, who speaks their own language where possible, and who will accompany them to their tutor groups, ensure that they know where they are going for lessons and provide an all-important contact point at vulnerable times for new pupils such as breaks, lunch and supper. Whilst it is important for overseas pupils to have as much opportunity to speak English as possible, it is equally important for them to have access to the familiar in order to help them to integrate most effectively.

## **DAVID TAN**

*North East Asian and Chinese Liaison Officer*

We are very fortunate to have a North East Asian and Chinese Liaison Officer, David Tan, who can be reached by email on [david.tan@talktalk.net](mailto:david.tan@talktalk.net) or on his mobile 07711751197 if you have any School related questions, but would find it easier to express concerns in Mandarin or Cantonese. He will visit each House during the lunch taking place on September 3<sup>rd</sup> and is looking forward to making contact with new Chinese and Asian pupils and their Guardians in particular. He will also play an active role in the School's Induction programme and he visits each Boarding house weekly on a rota basis.

## **Services**

David Tan is happy to help with the following aspects as and when appropriate with a view to improving academic, pastoral and social experiences for North East Asian and Chinese students:

- Translation of letters
- Liaison meetings with Guardian and Housemaster/mistress
- Assisting with recruitment of appropriate Guardians in the event of a change of Guardian
- Parental intervention in consultation with HSM's, explaining curricular or other difficulties

- Translation of reports for non-English speaking families
- Clarifying Medical Information and assisting with form filling
- Visa help

## **IN CONCLUSION**

**At Mill Hill School we believe that it is vital to work in close partnership with Parents and Guardians to provide the most effective Pastoral care. Indeed, experience shows that where the partnership between Housemasters/mistresses, Guardians and Parents is strong, the pupil will perform more confidently and successfully; so please do not hesitate to contact us at any time in order to express any concerns or to seek advice.**

# MILL HILL SCHOOL

## GUARDIANSHIP REGULATIONS

A parent whose main place of residence is located further than one hour's road journey from the School is required by the School to nominate a suitable adult to act as guardian

Please familiarise yourself with the following regulations:

1. A Guardian should be the nominee of the parents but the Headmaster reserves the right to refuse to accept the nominee as a Guardian at any time should he feel that the person nominated was or has become unsuitable.
2. A Guardian must reside within one hour's road journey of the School.
3. A Guardian must be no younger than 23 years of age.
4. A Guardian is expected to act *in loco parentis* in any involvement with the School and to assume the duties and responsibilities which that entails including providing a home for the pupil at weekends when required and during any School holidays in which the pupil is not returning to his/her home.
5. A Guardian is expected to assume responsibility for the care of the pupil if he/she is suspended or his/her removal required from the School by the Headmaster.
6. A Guardian is expected to assume responsibility for the pupil if he/she is too ill to remain at School and on the recommendation of the School Doctor is sent home.
7. A nominated Guardian must be prepared to provide character references if requested by the School.
8. The School accepts no responsibility for any financial agreement or dealings between the parents and the Guardian.
9. All Guardians of pupils to the school are expected to attend the formal lunch in House on Wednesday 2<sup>nd</sup> September. If they are unable to attend, they must rearrange a meeting with the relevant Housemaster/mistress to take place within the first two weeks of term.
10. Guardians' must not leave the country during term time without informing the Housemaster/mistress so that appropriate arrangements can be made for pupils as necessary.



Mill Hill School

# EXEAT/HOLIDAY PERMISSION FORM FOR GUARDIANS AND PARENTS OF OVERSEAS PUPILS

Pupil Name:

Roll:

Parents/Guardians

*Please enter your name.*

Name:

Address:

*Please enter the address  
where the pupil will be  
staying.*

Telephone:

*Please enter your contact  
details during the  
exeat/holiday.*

Mobile:

Email:

From:

*(date)*

*(time)*

*Please enter the dates and  
times that the pupil will be  
under your care.*

Returning:

*(date)*

*(time)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***When you have completed this form please return it to the pupil's Housemaster/Housemistress.  
Pupils may not leave campus without the prior permission of their Housemaster/Housemistress.***