



Knighton House School

Guardian Policy and Off Site Lodging Policy for Full Boarders

Guardian Policy

It is obligatory for all overseas pupils to have a nominated Guardian living in the UK, who will be responsible for accommodation when required. This includes exeats, half term (if the child is not returning home), and any periods of recuperation should a child need to 'go home' following an illness. The nominated Guardian is also the first point of contact in the case of an emergency.

Off Site Lodging Policy for Full Boarders

On occasions children like to spend time at weekends with friends and their families. This policy outlines the procedure which needs to be followed when inviting children to stay.

1. All new families receive written notice in their information packet informing them that they must make their own arrangements regarding their child being invited out of school for any reason *including all overnights*.
2. Knighton House cannot be responsible for co-ordinating accommodation at weekends, exeats and half term. All arrangements must be made by email between the families concerned and Matron must be copied into all relevant correspondence.
3. It is important that the Matron has a copy of the contact details of the host family and is notified of the times of collection and return.
4. All children must be signed out before leaving the premises, with a legible signature.
5. Relevant correspondence must be completed 1 week prior to the dates in question.
6. A child will not be permitted to leave Knighton House School without this prior consent by both parties/families.