

PARENTS OVERSEAS: UK GUARDIANS & TRAVEL ARRANGEMENTS

The prospectus asks you to name a UK guardian, whose name, address and telephone number should be recorded in the Headmaster's Secretary's office. It is essential that the School is informed of these details before your son/daughter arrives at Bootham.

NO OVERSEAS PUPIL WILL BE ACCEPTED WITHOUT A UK GUARDIAN

If you know that your son or daughter is going to spend more than 28 days at any one time with their UK Guardian or any other adult who is not a relative¹ then you have a duty to advise the local council of the arrangement.

As members of the Staff at the School, we do not take responsibility for making travel arrangements, but we try to help pupils who have long or difficult journeys. The final responsibility rests with parents or UK guardians, and this includes obtaining tickets and currency, and renewing passports, visas, and medical certificates.

Kindly complete all necessary vaccinations and other medical treatment and dental treatment during the holidays. The School reserves the right to charge for preparing pupils for overseas travel, and this might include medical and dental treatment.

Passports and travel documents which are handed to us will normally be kept under lock and key, and although normal care will be taken of them, we cannot accept any liability for loss, damage, etc.

Term dates and arrangements for travel are published over a year in advance and therefore we ask parents to be rigorous in adhering to them. We know that some routes are booked up at an early stage but it is administratively extremely difficult if pupils ask to leave early and we hope that they will not do so. The dates for the years 2011/12 have been agreed by the School's Committee and it is most unlikely that any of them will be changed from this point onwards. Therefore parents can book flights in the confident expectation of dates being firm.

Certificates of Attendance (or the Offer of a Place) can be supplied on request.

The main purpose of this note is to help you to understand your responsibilities as we see them, and to offer you and your child the assistance which only we can give. We would like to emphasise the importance of the UK guardian who might be asked to accompany your child on journeys between the School and the airport as well as looking after him or her during holidays or half-terms, or in emergency situations. A pupil will be expected to stay with their guardian during Leave Weekends when there is no Saturday school.

Please let the School know if there is any other way in which you think we ought to be able to help you.

May 2011

¹ The Children Act defines 'relative' in relation to a child as a grandparent, brother, sister, uncle or aunt. They could be a full or half relation, and could be related by marriage. The term also includes a step-parent. A cohabitee of the mother or father would not qualify as a relative, neither would extended family such as great aunt/uncle or parent's cousins.