

## Guardianship Policy

### Introduction

At XCL World Academy (XWA) we welcome students from all over the world. Our international students (i.e. student pass holders) are part of a diverse community of people who care for each other and flourish as individuals, celebrating diversity and forging lifelong friendships. Living in a foreign country, in unfamiliar surroundings, and, perhaps, having to communicate in a different language, can be a challenge to our international students. Our student support team works to ensure all international students are effectively supported as they integrate into school life.

All international students are required to have **a Resident Pastoral Guardian and a Communications Guardian**, who is fluent in English, in Singapore whilst studying at XWA. The Resident Pastoral Guardian can also act as the Communications Guardian if they are fluent in English.

Guardianship provides an additional level of support for an international student whilst they are in Singapore and allows them to have another adult outside of the school to whom they can turn to for assistance or advice outside of school hours or when the school is closed to students for holidays or other external circumstances.

As the person with shared delegated parental responsibility, the role of guardian/s is to become the primary caregiver and liaison for the child/ren while they are in Singapore, and guardians shall act 'in loco parentis'. Effective partnership between school personnel, parents and the appointed guardians will safeguard the pastoral care and welfare of our international students. Some parents choose to appoint a family friend or relative, but where this is not practicable, professional guardians can be appointed using reputable and, ideally, accredited, guardianship agencies.

### Purpose

The purpose of the XWA Guardianship Policy includes the following:

1. To provide the parents of international students (and the guardians they appoint) with a clear explanation of the school's expectations relating to 'in loco parentis' guardianship.
2. To provide the parents of international students with a clear explanation of the responsibilities of the Guardian they appoint.
3. To make known to the parents of international students that the school reserves the

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right to determine the acceptability of arrangements made for their child when they are residing out of school. Should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.

4. To provide guidance on how communications between the school, international parents and Guardians will operate.

## Guardianship Requirements

Requirements of all Guardians of XWA students include the following:

- It is the primary responsibility of the parents to appoint **a Resident Pastoral Guardian and a Communications Guardian**, and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen Guardians. The appointed guardians must be over 21 years of age.
- The appointed guardians should be familiar with the school's rules, regulations and policies and support XWA's vision, mission and values.
- The guardian/s may be a nominated friend of the family or another family member or may be employed by a professional guardianship agency. It is not appropriate for parents to ask members of teaching staff at XWA to be appointed as the Guardians (unless they are a relative).
- The school will only accept students who are legally assigned to **Resident Pastoral Guardians** who are acting 'in loco parentis', (i.e., they assume parental status and responsibilities in relation to the ward/student). Additionally, parents must also appoint **a Communications Guardian, who is fluent in English, in Singapore whilst studying at XWA. The Resident Pastoral Guardian can also act as the Communications Guardian if they are fluent in English.**
- Parents must have either a face-to-face or virtual meeting with XWA Admissions personnel prior to enrolment to discuss the guardianship agreement, duties and responsibilities.
- XWA reserves the right to visit the student's residence, by arrangement, to validate living conditions to ensure that the basic needs of the child and/or young person are being met. As per the [XWA Guardianship Guide](#).
- The Guardians can also be from an official guardianship agency (e.g., official boarding house). This may be for students who are living in a shared accommodation arrangement.
- All appointed guardians must attend at least one(1) of the Guardianship Engagement Sessions led by the Guardianship Liaison Counsellor.
- The school will only accept students in the care of Guardians **from Grade 6 upwards.**
- Where any party to the above is found to be in breach, whether material or through non or partial disclosure, the school reserves the right to cancel the student's enrolment at the school, to also cancel the student's Student Pass, and to inform the Singapore Immigration & Checkpoints Authority (ICA). In such cases no refund of fees (Application, Enrollment, or Tuition Fees) will be provided.
- Appointed Guardians should ensure that the student maintains at least a 90% attendance rate each month and abide by the Terms and Conditions stipulated in

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“ICA Terms & Conditions of Student’s Pass (STP)”.

- Payment plans by installment are not available for students in the care of Guardians.
- A change of Guardian/s must be communicated ahead of time or within one week of the change being made to the Secondary Years Office ([syoffice@xwa.edu.sg](mailto:syoffice@xwa.edu.sg)) school in writing, providing all necessary details to facilitate continuous care.

### **Resident Pastoral Guardians’ Responsibilities**

- The Resident Pastoral Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student at all times, including during periods when they cannot be accommodated at school (periods of long-term illness, school holidays, and when disciplinary measures resulting in suspension have been taken). Regardless of the child’s age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or other such accommodation as providing an adequate level of accommodation or care.
- If the Resident Pastoral Guardian is going to be away from their Singapore home/residence, for however short a time, they must notify the Secondary Years Office by completing a [Temporary Custody Authorisation form](#). **The Pastoral Guardians should not leave their wards alone in their home for extended periods of time. Failure to advise the Secondary Years Office of such a change may result in the student’s enrolment being cancelled.**

### **Communications Guardians’ Responsibilities**

- The Communications Guardian must be English-speaking and be able to act as the point of contact for the school at all times (via phone call, email or to come on campus when required).
- Both [Communications Guardian](#) and Parent will undertake to maintain frequent contact with the school, responding to any communications from the school about their child/ward within 24 hours. While the [Communications](#) Guardian remains the main point of contact, all communications will be sent to both Parent and [Communication and Resident Pastoral Guardian](#). Unless otherwise specified, a response from either party will be deemed adequate and sufficient.
- The [Communications](#) Guardian has to liaise with the school regarding any extended absences and/or holiday arrangements. This information must be provided in writing to the Secondary Years Office, at least one week prior to departure or arrival.
- After point of enrolment, any change of contact information (including telephone/mobile, email and full address contact details) must be shared in writing with the Secondary Years Office ahead of time or within one week of the change being made. Confirmation of decision protocols must be held on student information system (i.e. what to do in case of medical or other emergency).
- To ensure that legal documents such as visas and registration documents are kept up to-date and renewed/updated when necessary.

The **Student / Parent / Guardian Information Declaration** and the **Assignment of Guardianship Authorisation Letter** must be completed and signed accordingly before the guardianship of the student is approved by the school.

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## STUDENT / PARENT/ GUARDIAN INFORMATION DECLARATION

### Student Details:

Full name: \_\_\_\_\_

Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Contact number: \_\_\_\_\_

### Resident Pastoral Guardian Details:

### Communications Guardian Details (if applicable):

Full name: \_\_\_\_\_ Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email : \_\_\_\_\_ Email : \_\_\_\_\_

### Parents' Details:

Full name (Parent 1): \_\_\_\_\_ Full name (Parent 2): \_\_\_\_\_

Contact number: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Accommodation:

1.Address where the student is/will be living?

\_\_\_\_\_  
\_\_\_\_\_

2. Select the type of accommodation:

☐ Condo

☐ HDB (for HDB's please state a total number of rooms on the premises)

☐ 2-room

☐ 3-room ☐ 4 Room ☐ 5 Room ☐ EA/EM

☐ Landed House

☐ Others (if it is a boarding school/home, please provide the registration details)

3. Who else will be living at the same address? Please detail everyone, both adults and children, together with their relationship/role.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

4. Is the legal Guardian a resident at the student's accommodation address? ☐ Yes ☐ No

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### ASSIGNMENT OF GUARDIANSHIP AUTHORISATION LETTER

It is the primary responsibility of the parents to appoint an education guardian and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen education guardian. The school cannot be held accountable for the actions of the guardian in the parent's absence.

Declarations:

\_\_\_\_\_  
(Parent's full name) (the Parent) NRIC / Passport No \_\_\_\_\_ of

\_\_\_\_\_  
(Child's full name) (the Student) NRIC / Passport No \_\_\_\_\_ hereby authorise

\_\_\_\_\_  
(Guardian's full name) (the Resident Pastoral Guardian) NRIC No \_\_\_\_\_ and

\_\_\_\_\_  
(Guardian's full name) (the Communications Guardian) NRIC No \_\_\_\_\_

to undertake the Guardianship responsibilities at XWA.

The Parties hereby agree to the following:

A) The **Parent** hereby grants temporary guardianship of his/her **Child (-ren)**, to the **Guardian**, thereby assigning all parental rights and responsibilities to the **Guardian**.

B) The **Guardian** undertakes to assume all parental rights and responsibilities in acting as **Guardian of**

\_\_\_\_\_  
(Child's full name),  
acting in loco parentis until such time as this guardianship is revoked by the **Parent**.

The **Guardian** agrees to immediately inform XCL World Academy of any changes, pause or termination to this Agreement by completing a guardian handover form in person at the school. Until the guardian handover form has been duly completed, this agreement remains valid.

I/We declare that the information provided above is true and correct.

\_\_\_\_\_  
(Parent's full name, Signature, Date) (Guardian's full name, Signature, Date) (Guardian's full name, Signature, Date)

**VERIFIED BY:**

\_\_\_\_\_  
(XCL World Academy rep's full name, Signature, Date)

Acknowledged by the Guardian: \_\_\_\_\_