



UKAcademia

Guardianship



Tried, Tested & Trusted

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Welcome to UKAcademia Guardianship

UKAcademia is an experienced global education provider based in the UK working exclusively with British boarding schools. Our core mission, ethos and values have led us to becoming a trusted group who deliver on our promises and ensure that a vast range of opportunities are available for students and families all over the globe.



The real foundation and driver behind our services is student safety and our guardianship services have been patiently devised and formulated to ensure that every student receives the best care and that their families have peace of mind. We are passionate about this service and take each child's journey into consideration; we are the parents when they are under our care.

To ensure that an outstanding guardianship service is provided with a safe yet effective approach, we meticulously planned and considered every element before launching. This included some of the following steps:

- Working with local authorities to ensure all safeguarding and child protection policies are up-to-date
- Working with current guardianship providers to share good practice
- Devising a robust list of policies which safeguard students, families and our staff

- Seeking experienced, vetted and enthusiastic host families
- Working in partnership with schools to develop programmes and good practice
- Creating optional half term programmes which ensure students enjoy and achieve.

We are always learning and looking at how we can grow and expand with our provision for students and working with local authorities means that we continually provide an optimum service for all of our students.

We look forward to welcoming new students and families to become part of our UKAcademia family.

Some Key Questions Answered...

Why do you need a UK Guardian?

If you are sending your son or daughter to a UK boarding school you will be asked by the school to provide a UK based guardian. A UK based guardian is someone in the UK who acts on behalf of the child's parents and takes care of the student during term time and holidays.

Why choose UKAcademia Guardianship?

Our guardianship service is singularly focused on ensuring that your child is exceptionally well cared for during their time in the UK. It is paramount for us to ensure that your child feels safe and secure at all times and has every opportunity to make the most of their experience here in the UK. Within our services, we provide:

- Carefully selected staff, host families and partners (criminal records checks are conducted on every guardian and host family)
- A vetting process that ensures each home is visited and detailed reports are created for parents to view
- A liaison officer appointed to each student who will provide personalised care and support prior to arrival in the UK, during arrival and during the students stay in the UK

- Services backed up by robust policies and procedures
- 24/7 support service
- A team that has long experience of dealing with schools and of caring for international students with ability to offer flexibility and adapt to your needs
- Reliable communication with all parties
- Access to additional services to cover all your needs such as organising family visits, school study tours, exclusive travel packages and translation services in over eight different languages.

We pride ourselves on being trusted as schools, agents and families have provided this feedback over the years and our relationships with them have grown and prospered, we believe in not only providing a service, we believe in nurturing and creating long lasting relationships.



Our Partners

UKAcademia firmly believes in two key aspects -

1. Every child in the world should have access to the topmost education in a safe and secure environment
2. All educational providers must work in harmony to ensure that the above is delivered to the highest standards

Our partnerships both in the UK and around the world have ensured that good practice is shared and delivered. It is wonderful and hugely important to learn about various cultural needs both for families and within global organisational networks. Together, we ultimately form strategic outcomes that benefit the student. Here is an overview of some of our current partners and affiliates:

- **5 International Schools based in 4 different countries**
- **British Private Schools**
- **British State Schools**
- **Education Group Partners**
- **Enterprise Europe Network**
- **European Commission**
- **International Agent Network**
- **International Translators Organisation**
- **Local City Councils and County Councils**
- **UK based immigration firm partners**
- **UK Business Chambers**

We are always engaging with and working with new organisations, agencies and international partners and we look forward to further delivering all round, exceptional opportunities for our students.



Overview of UKAcademia Guardianship

Having made the important decision to study at a British boarding school, there is a lot to do and there may be many things you have not had to do before. UKAcademia is here to help you through the process using our wealth of experience in this sector.

Before you arrive in the UK, we will:

- Efficiently process your application
- Liaise with your chosen school
- Appoint a UKAcademia Liaison Officer who will provide bespoke support to you before and during your time in the UK
- Spend time getting to know you so we can personalise services for you and ensure that we meet all your needs
- Help you in making plans for school holidays including providing information on staying with a host family alongside our half-term activity packages
- Planning for your arrival and organising arrival packages such as airport transfers or executive travel.

After you arrive

From the first moment you step foot into the UK, your Liaison Officer will be working hard alongside you to organise the forthcoming year including:

- Finalising host family arrangements and/or half term activities
- Acting on your behalf to resolve any issues that may arise at school
- Organise travel arrangements during school holidays
- Providing reports back to your family
- Attending a parent evening during the academic year
- Ensuring that a 24/7 service is available in the event of an emergency
- Being there for you to talk if you require support
- Providing you with contact details of organisations that provide support
- The provision of an accurate estimate of your child's expenses and a clear statement of costs.

Safeguarding

We know that you are taking a big step in choosing to study in the UK. Keeping your child safe at all times is central to everything we do. Our team has many years of experience in safeguarding backed up by robust company policies and rigorous implementation of our safeguarding procedures.

What does this mean in practice?

UKAcademia Safeguarding Officer

UKAcademia employs a Safeguarding Officer to ensure our safeguarding policies and procedures are maintained to the highest standards, and staff and host families are effectively supported in implementing safeguarding procedures.

Our Staff

We undertake the highest level of background screening checks for all staff that have any contact with children. In addition we operate safer recruitment procedures, which means that all of our staff are subject to rigorous vetting prior to employment. Once employed, all members of staff participate in quality assured safeguarding training and annual mandatory updates.

Host Families

Finding good and caring host families that are genuinely interested in providing positive and enriching experiences of British family life is our priority. All of our host families are visited and

thoroughly vetted by UKAcademia, and are subject to the highest level of background screening checks. Host families also participate in safeguarding training during their induction and our Liaison Officers work closely with host families to ensure safeguarding procedures are maintained.

Travel

All of our transport services are vetted to ensure that cars are clean and journeys are safe. Drivers are subject to the highest level of background screening checks and have all been DBS (Disclosure & Barring Service) Cleared.

Half-Term Activities

UKAcademia only provides half-term activities hosted by our staff and partner quality assured schools.

Safeguarding Partnerships

UKAcademia works with schools, local councils, specialist advisors and the East Midlands Chamber of Commerce to ensure best practice in safeguarding procedures and policies.



Liaison Officers

What is a Liaison Officer?

Our team of Liaison Officers provide a service unique to UKAcademia. Each student is partnered with a Liaison Officer who will be the 'go to' person and they will get to know you and work with you to ensure our services are personalised to meet your needs.

Your Liaison Officer works with you before you arrive in the UK, on arrival and throughout the year.

Before Your Arrival

- Organise a 'Skype Hello' to start getting to know you
- Send our Welcome Pack
- Liaise with your school
- Assist with planning your stay in the UK
- Assist with organising the visit for travelling family members

On Arrival

- Call you on arrival and let you know when they will be visiting you
- Will visit you shortly after arrival, and tell you about the support you will have throughout the year; review the student code of conduct with you, and check you have everything you need such as key contact details, what to do in an emergency etc.

Throughout the Year

- Your Liaison Officer will be your key contact throughout the year
- The Liaison Officer will call you regularly to make sure everything is going well, and to check if there is anything you require support with
- Ensure that translation services are available for families (if required)
- The Liaison Officer will call you during your first stay with your host family and again afterwards to ensure it has been a successful break
- Liaison Officer will attend a parents evening during the year and report back to parents each term or more frequently if parents have requested it.



Host Families

Host families are important members of UKAcademia. We only work with host families that can comply with our policies and procedures, and are genuinely caring and interested in enriching the experience of students during their stay in the UK.



Key Information and Overview

- Host families provide accommodation during school holidays such as half-term, Christmas, Easter and summer
- All UKAcademia host families have been vetted by UKAcademia
- Host families are visited at home prior to hosting a student to assess suitability
- All family members over the age of 16 undertake a criminal records check with us
- We aim to match a student with one consistent host family throughout guardianship with us
- All transport is arranged to/from school either by the family or by UKAcademia

- Students under 14 are supervised 24/7
- Host families offer 3 meals a day and snacks.



Half-Term Activity Packages



As part of UKAcademia’s Guardianship service, students will have the option to stay with host families during the half-term period or alternatively join one of our wonderful half-term programmes.

During the half-term break, we want to create something extra special for our students. We want them to enjoy and achieve here and simultaneously ensure that they are gaining an experience of a lifetime. Our goal is to form part of a student’s life journey and providing a range of unforgettable memories and opportunities gives our team great joy.

What is a Half-Term Programme?

The half-term activities programme is an organised week during the half-term period, which provides students with a range of activities, and programmes which are designed to be fun yet educational. They offer students with a wide range of choices from revising and relaxing to canoeing and visiting theme parks.

Where do half-term activities take place?

Our programmes are usually based within a boarding school which is ideally located to ensure a range of activities can be delivered. Using a boarding school site also means that we have the facilities and provision for our staff and teachers to deliver various programmes from sports coaching to revision classes.

What activities do we provide?

We understand that every student has different needs and through our extensive research we discovered that some students simply want to relax and recharge their batteries. Other students want the opportunity

to further explore the UK and join trips to popular destinations, while some students will want to utilise their time to prepare and revise for upcoming exams in a supportive yet relaxed environment. Our activities programme ensures that we are able to cater for all needs.

Our Staff

From teachers to educational specialists, our UKAcademia team is a group of outstanding practitioners. We want our learners and students to have access to the best possible provision and our team of experts certainly deliver this. Some of the specialisms and expertise to look forward to are:

- Confidence and Public Speaking Development
- Fun activities designed to enhance personal development and improve life skills
- World Dance Workshops
- Learning Tools and Techniques for Effective Outcomes
- Coaching (Sports/Academics/Media/Music)
- Experience in disability/special educational needs.

Travel Packages

Two travel and transport options available

We only contract with specialist travel services that have been vetted by us, comply with our policies and procedures.

Taxi Service

Named drivers booked in advance and photo identification of the driver sent to the student. Escort to/ from terminal for all students aged 14 and under Assured pick up from airport taking account for any flight delays.

Executive Services

Flexible: Flexible executive services are available at an extra cost and include -

- Travel in Executive Car
- Escort to / from terminal for students over the age of 15
- Someone to meet and greet a student at the airport and escort to check-in.

Executive Package: A comprehensive executive package is available and includes -

- Executive Car
- Airport Meet and Greet personalised service
- Executive travel amenities pack including snacks, phone charging port, refreshments and toiletries.





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