

## Appendix C

### Guardian Notification

**Important Note:** ISS provides a list of possible guardians. It does not select guardians for parents. It is important that parents undertake due diligence in selecting the homestay provider. This includes visiting the homestay provider and choosing in accordance with you and your student's needs.

**To:**

Guardianship Coordinator  
ISS International School  
21 Preston Road  
Singapore 109355  
Fax: (65) 6273 7065  
Email: guardianship@iss.edu.sg

**CC:**

**From:**

**Re:** Confirmation of ISS Listed Guardian Selection

**Date:**

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This is to confirm that I have selected:

Name \_\_\_\_\_ IC Number \_\_\_\_\_  
: \_\_\_\_\_ : \_\_\_\_\_

As the (new) guardian of my child /  
ward \_\_\_\_\_

My child / Children will be moving in with the guardian at:

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact No: (Hm) \_\_\_\_\_ Mobile No: \_\_\_\_\_

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

On:  
(date) \_\_\_\_\_

NB: This date must allow ISS time to process this application. The student must not move to the new guardian until or application to transfer has been approved.

It is strongly recommended that ISS students live with an ISS listed guardian. Please contact Guardianship Coordinator on (65) 6939-6120 or email [guardianship@iss.edu.sg](mailto:guardianship@iss.edu.sg) for more details of the listing process.

Please be advised of the ISS “profile of a good guardian” attached to this notification.

Thank you.

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

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

Please return completed form to Guardianship Coordinator

## Appendix D

### Acknowledgement

I have read the list of requirements expected of ISS listed guardians (Profile of a good guardian) and assure both parents and ISS that I am committed to meeting them and ensuring the safety, well being and success of the students placed in my charge.

I undertake to inform ISS in the event that I cease to be the student's guardian, cease to meet the expectations of an ISS guardian or if the student ceases to live in the same house as I do. I understand that the above expectations apply to guardians of all ISS students regardless of the students' age. I will wait until all documents are completed and approved before allowing the student/s to move out from my premises. I acknowledge the same procedure will apply to student/s seeking to move into my premises and appoint me as their guardian before it takes place and there will be an annual review and reconfirmation of my continued placement on the ISS list of guardians.

#### **Please Note:**

**Although ISS makes every effort to ensure that relationships between students and guardians are successful, all parties are urged to clarify expectations before deciding on a guardian for their child. We suggest that parents discuss expectations in terms of frequency of contact, returning of deposits etc, but regret that we cannot be involved with disputes between parents and guardians. ISS has no financial relationship with guardians and does not accept payment from either parents or guardians for this service. In the case of an emergency situation, ISS reserves the right to temporarily assume loco parentis to ensure the safety of students.**

Name of Guardian : \_\_\_\_\_

**I/C No/ Passport  
Number:** \_\_\_\_\_

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

Name of Parent/Authorized Person: \_\_\_\_\_

Identification/ Passport Number: \_\_\_\_\_

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

Please return completed form to Guardianship Coordinator

## Guardian's Copy

### ***Profile of a Good Guardian & Expectations of ISS Guardians***

A good guardian understands the ISS philosophy and mission statement and is willing and able to work with the school to achieve its objectives for every student.

**A. An ISS listed guardian is a mature, full-time guardian who lives in the same house as the students under his / her care. He or she will:**

1. Be responsible and committed to the welfare of the students and enjoy the work he/she is doing.
2. Be able to build a rapport and work well with students, their parents and the school.
3. Understand ISS school policies, rules and regulations and will help the student to abide by them i.e. attendance policy, dress code, homework policy etc. and will keep parents informed of any changes in school policy.
4. **Contact the school via its online form to formalize a student's absence on ManageBac before 8am. Other matters please email the school's secretary (High School: [hs@iss.edu.sg](mailto:hs@iss.edu.sg) Tel: +65 6475 4188 ).**
5. Seek approval from the school two weeks **prior**, if the student is planning to take leave during a school week.
6. Be easily accessible to the school and the students in their care, he/she will respond quickly and maintain regular communication with both school and parents to provide feedback or just to check up on the students.
7. Be the student's representative at meetings with the school if the parent cannot be there personally and will support the student at conferences.
8. Be willing and able to follow up on measures / actions recommended by the school administration, counsellors, review boards, parents.
9. Be available for visits by the school to his / her home.
10. Inform the parents and ISS in the event the student/s' living arrangement is to change prior to it taking place and inform the Guardianship Coordinator of any changes of address and contact.

**B. An ISS listed guardian will provide good living conditions and support to the student in terms of:**

11. Clean, comfortable rooms and a laundry service.
12. A secure home environment which is conducive to a student's academic success.
13. Moral support, guidance and TLC (tender loving care).

14. A guardian should be aware of the homework that a student has to do (via his or her homework diary) and ensure, as far as possible, that this is completed.
15. Supervision of time spent on working on a computer and/or Internet. Guardians should impose a maximum of time spent on non-school work such as computer games and chat rooms and impose a curfew after which such activities are not allowed on school nights.
16. Arrangement of extra help, such as tuition, as necessary.
17. Completion of paperwork such as student visas, leavers forms, flight tickets etc.,
18. Collection of the student from school if he/she is sick and taking him/her to the doctor as necessary.
19. Discipline structures and parameters such as house rules and regulations. Guardians should provide the school with a copy of these. **(House rules).**

**C. An ISS listed guardian will have strong in-house support** (in the case of medium to larger set-ups) such as in-house (study) supervisors, tutors, drivers, and maids etc. to help in the supervision and guidance process. **At all times, no students should be left alone in the house without supervision. All guardians must be responsible to support students within the home environment. No other person can replace guardian supervision with prior notification or approval from the school. Failure to comply with this agreement the student becomes liable for suspension until the guardianship issue is resolved.**

Name and Signature of Guardian :

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*Please sign the forms above and return the other parts of this document to school to indicate that you agree to be a part of the ISS community*