



**Stamford American**  
INTERNATIONAL SCHOOL

# GUARDIANSHIP

For Students above 12 years-old





## Your child's well-being is our highest priority.

At Stamford American International School (SAIS), we recognize that some students may live in Singapore without a parent or legal guardian residing with them. We understand the unique challenges and emotional considerations this may present for both families and students. This booklet has been thoughtfully created to provide clear guidance and reassurance to families navigating guardianship arrangements.

**Stamford American does not endorse, recommend, or take responsibility for the services, actions, or outcomes of third parties. Families are encouraged to conduct their own due diligence before engaging any external party. This booklet is intended solely as a helpful resource to present available guardianship pathways, and considerations for parents when they are choosing the person who will care for their child.**



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# What is Guardianship?

Guardianship is the term used to describe when a student who is over the age of 12 does not live with their parents or legal carers for at least 90% of the term time (including weekends). This also includes students whose parents spend more than 10% of the school year outside of Singapore.

Guardianship is when an adult takes on the everyday responsibility to care for, support and keep a student safe while they reside with them. They take a personal interest in the progress and welfare of the young person, fulfilling the roles typical of a parent.



## Safeguarding

SAIS is committed to maintaining the highest standards of care, welfare, safety, and wellbeing for all children. We know that our students learn and thrive in a safe and secure environment. Our safeguarding team takes all wellbeing and child protection matters seriously, and this responsibility extends to every student, including those living under guardianship arrangements.

We work to ensure that all students feel safe, supported, and able to speak with a trusted adult whenever they have concerns. We closely monitor the physical, cultural, social, and emotional wellbeing of students in guardianship, and we ensure that every student has a responsible, reliable adult caring for them outside of school - an essential foundation for their safety and wellbeing.

Children in guardianship will be made aware of the support systems that are in place for them at school.

## Guardianship Conditions

Our top priority is ensuring all students reside in safe and well-supported living conditions that promote academic success and wellbeing.

Please note that all students under the age of 12 years old must live with a parent or close extended family member in order to enrol at Stamford American.

For students aged 12 and older who do not live with a parent, parents must appoint a guardian meeting the criteria outlined below and ensure that the school is duly informed.

SAIS reserves the right to impose conditional enrollment or withdraw a student's enrollment if guardianship arrangements or engagement with the School does not comply with this Guardianship Agreement Form and/or meet the expectations outlined in the SAIS Guardianship



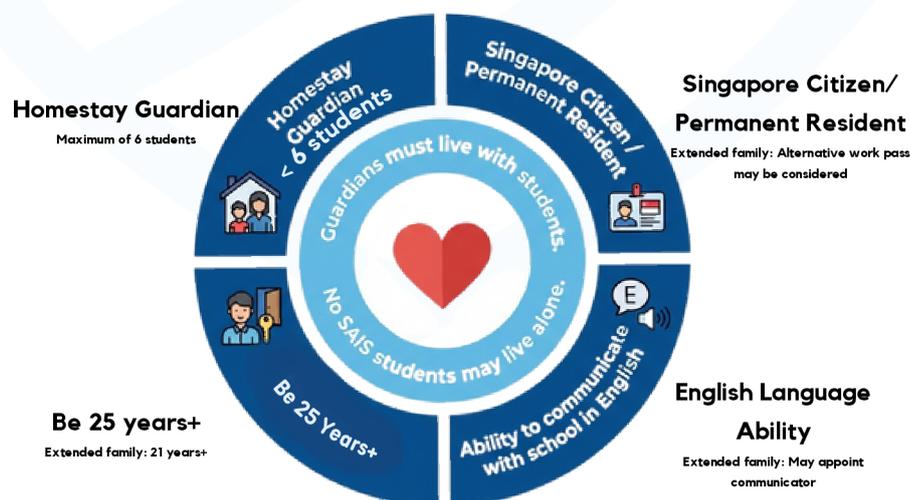
**We recommend families conduct background checks on guardians to ensure there is no history of criminal records related to violence, or offenses against children and vulnerable adults.**

# Guardian Criteria

To ensure that every guardianship arrangement is in the best interests of the child, Stamford American has established clear and thoughtful criteria for all guardians. By upholding these expectations, we work together with parents and guardians to safeguard student wellbeing and ensure that every child is in a safe, stable, and supportive home environment.

- Be **over 25** years of age
  - 21 years of age if an extended family member.
- Be a **Singapore Citizen/Permanent Resident**.
  - For extended family members, Employment Pass and Long Term Visit Pass holders will be considered.
- **Resides at the same address** (legal domicile) as the student (except for Oldham Hall residents)
- Be able to **communicate effectively in English**, both spoken and written.
  - For extended family members, a communicator should be identified if the Guardian is unable to communicate to school staff in English.
- Adhere to a **limit of 6 live-in students** (from any school), with an additional cap of 6 boarding students in Oldham Hall.
- Must be willing to **work in partnership** with Stamford American and comply with the school's expectations.
- Should have **no criminal record** related to violence, or offenses against children and vulnerable adults.

## Guardianship at SAIS Guardian Requirements



# Guardianship Options

## OPTION 1



### LIVING WITH EXTENDED FAMILY

A student living with their maternal or paternal grandparents, aunts or uncles (including those by marriage), or other blood-related family, such as siblings over the age of 21 who have an existing relationship with the child and who possess the skills and capacity to fulfil guardianship responsibilities.

## OPTION 2

### BOARDING

Boarding can offer students a stable and supportive residential environment while they pursue their studies, providing supervised accommodation, pastoral care, academic support, and an opportunity to connect with their peers. In Singapore, Students above the age of 12 may choose to stay with our preferred boarding partner, ACS Oldham Hall.



## OPTION 3

### HOMESTAYS



A student who lives with an adult while attending school, whose parents live permanently outside the country of study. This adult may be a paid homestay guardian or a paid employee of the parents who has the legal right to act as a guardian.

For homestay to be suitable for the student, the school must be satisfied that the placement is in the best interests of the student, and the guardian can adequately support the student academically, socially, and emotionally.

# Boarding Option

Stamford American's preferred boarding partner is ACS Oldham Hall boarding facility. They provide:

- A structured environment with set routines and rules
- Supervision and pastoral care
- Access to academic support, study areas, and peer interaction
- Facilities including meals, recreation, and security
- A social environment which can foster independence and time management skills

## CAN OFFER:



Accommodation



Meals



Guardianship



Housekeeping



Study Time



Pastoral Care

## ACS OLDHAM HALL



(+65) 62528513



[enquiries@oldhamhall.org](mailto:enquiries@oldhamhall.org)



<https://www.oldhamhall.org/>



80 Barker Road, 309937



# Homestay Options

With many homestay options across Singapore offering varying levels of care, parents are encouraged to review the guardianship FAQs when selecting an age-appropriate homestay that meets the school's requirements and provides a safe, supportive environment. The guardian should demonstrate a genuine interest in the child's academic progress and overall wellbeing.

## CAN OFFER:



Accommodation



Meals



Guardianship



Housekeeping



Study Time



Pastoral Care

# How to prepare?

## Before Arrival

- Search for a living option suitable to your child
- Appoint the guardian who meets Stamford's guardian criteria
- Complete Stamford's Guardianship Agreement form (this must be completed prior to student orientation):



## After Arrival

- Update Stamford on guardianship change as necessary



## Required Documents:

- Guardians must present proof of identification, and proof of residence (e.g. signed tenancy agreement) to evidence that they live at the same address with the student.

✓ Task	📅 Recommended Timeline	Notes
Search for appropriate guardian & accommodation	2 months before start	Please refer to FAQs as a guideline
Confirm guardian & accommodation	1 month before start	Boarding, homestay, or extended family arrangement
Submit documents and details of the Guardian	3 weeks before start	Complete and return the guardianship agreement docuSign
Guardian Interview	2-3 weeks before start	Virtual or in-person

## Contacts for Support

- **Admissions Office** – [admissions@admissions.sais.edu.sg](mailto:admissions@admissions.sais.edu.sg)
- **Guardianship Office** - [guardianship@sais.edu.sg](mailto:guardianship@sais.edu.sg)





# Guardianship FAQs

This FAQ guide is designed to help Stamford American families understand what Guardianship means at Stamford and to choose a Guardian who can provide holistic support and reliable care for their child. An effective Guardian not only ensures the child's safety and wellbeing but also encourages academic progress, nurtures personal growth, and offers consistent and safe care.

This guide also reiterates the requirements of Stamford's Guardianship Policy, helping families feel confident that their chosen Guardian meets our school's expected standards of care.



# FAQs



## How do I know if my child is ready to live in a homestay?

### What is the essential information that the guardian needs to know about the student?

Here are some important needs to consider. This is not an exhaustive list.

- Food allergy
- Medicine allergy
- Medical condition - including physical or mental health
- Blood type
- Student medical insurance
- At least one local emergency contact, in addition to parents and the guardian- should either be uncontactable
- Areas for academic development, including any subjects that may require additional support.
- Any identity related needs, for example Religious or cultural needs

- Has my child lived away from parents in the past?
- Does my child have any additional needs, including mental health needs, and may need extra support? This can include a history of suicidal ideation or self-harm, drug/alcohol misuse or other risk-taking behaviours
- Is my child able to follow daily routines, communicate their needs, cope with everyday challenges, and make safe, responsible choices while living away from home under the supervision of someone who is not their parent?
- What is my student's attendance like? All students must maintain at least a 90% attendance record.
- How is my student's academic performance? Students must meet minimum criteria to pass all classes.

### What accommodations do I need to consider?

- Suitable toilet and washing facilities that ensure privacy and are easily accessible.
- Furnished for the age and needs of the student, with good lighting, ventilation, clean, temperature-controlled and well-maintained
- Adult accommodation is separate from students
- Bedding is clean, regularly laundered, and sufficiently warm or cool
- Student accommodation is protected from access by unauthorized persons
- Surveillance does not intrude on student privacy (e.g. CCTV cameras are not in student bedrooms, bathrooms or private areas)
- Roommates are of the same age, or no more than 2 years older or younger
- Sleeping accommodation has a lock on the inside of the door to allow privacy for the student (which is accessible by a responsible adult during an emergency)
- There is secure storage for student's personal items
- The accommodation meets good health and safety requirements. This includes, but is not limited to first aid kits, fire safety plans and furniture and fixtures (lightings, fans and Aircon etc) with risk assessments in place.



## How can the guardian best support my child's well-being?

- The Guardian demonstrates personal interest in the progress and welfare of the student
- The student can access medical, health, and well-being support when needed, with the Guardian's assistance
- Meals meeting the student's dietary needs are provided
- The Guardian must reside at the same address as the student
- Students have access to a laundry service
- Age-appropriate curfews and lights out times are established
- The living environment, including food, living arrangements, and daily routines, is suitable for the student's cultural or religious practices.

## How can the guardian best support my child's learning?

- Students have access to an appropriate study area
- There are quiet times allocated for study, with adult supervision and support.
- Guardian demonstrates interest in the academic progress of the student, and can adequately support the student academically
- Wi-Fi is available and the Guardian considers parental filters to support safe access and use
- Age appropriate device management protocols are implemented, (i.e. device curfew times, suitable lockers to keep devices to prevent use after lights out)

## What safeguarding issues should I consider?

- The appropriateness of mixed or single gender properties, including instances where the Guardian is of a different gender than the student.
- The Guardian must be permanently residing at the same address as the student (unless the student resides at Oldham Hall). The Guardian's address must reflect the address that the school has registered for the student, as stated in the student's visa. For students residing at Oldham Hall, Guardians must live locally and stay in regular contact with the student. They are expected to be supportive and available.
- The school and parents are to be informed at least three (3) working days in advance via email if the Guardian is traveling out of the country with a definite return date. For stability in care of the student, parents may wish that the absence is brief, for example, no more than seven (7) days during the school term dates. Full details of a responsible adult acting as a temporary Guardian during this absence should be shared with the school and the parent via the In-Loco Parentis form.
- No CCTV/surveillance equipment in student bedrooms and bathrooms.
- No other adults, that are unrelated to the Guardian and unknown to the child, should live in the same address.