



OUR SERVICES

Guardianship Services	Type of service		
	Full	Non-hosted	Named only
Support and Well-being			
24 hour dedicated emergency helpline	○	○	○
Plastic identification cards with contact details	○	○	○
Emergency medical care arranged	○	○	○
Hospital visit from GIS staff (travel costs extra)	○	○	–
Appointment of checked, assessed & validated host family	○	–	–
New student visit by senior GIS staff member	○	–	–
On going twice yearly visit by GIS student coordinator	○	○	–
Regular host family feedback provided	○	–	–
Pastoral reports sent to parents via email including academic feedback where possible	○	○	–
Yearly host family re-validation	○	–	–
Arrange UK mobile sim card	○	○	–
Top up service for sim cards from expense account – 7days a week	○	○	–
Arrange UK prepayment debit card	○	○	–
Top up service for prepayment debit cards or other pocket money – 7 days per week	○	○	–
Senior staff and coordinators available 7 days per week to provide support & counsel to students	○	○	–
Regular communication with parents via email, WhatsApp, WeChat etc.	○	○	–
Support with administration for student activities, university visits etc.	○	○	–
University Mentoring Scheme to support student's well-being	○	–	–
Student advocacy and support if disciplinary process is undertaken (senior GIS staff)	○	○	○
Host family provision if excluded from school for disciplinary or health reasons (host rate applies)	○	○	○
Academic			
Monitor students progress by communication directly with the school	○	○	–
Attend parents evenings or have one to ones with academic staff - yearly	○	○	–
Provide students guidance and counsel on performance	○	–	–
Regular statements of student expense account	○	○	–
University Mentoring Scheme to support student's academic performance	○	–	–
Liaison with the school on extra tuition and academic support needs	○	–	–
Arrangement of tutoring services in the UK during half terms	○	–	–
Referral and arrangement of tutoring support during long holidays	○	–	–
Independent support and counselling on options for GCSE choices	○	–	–
Independent support and counselling on options for A Level choices	○	–	–
Independent support and counselling on University options	○	–	–
Referral to UK University agency and / or admissions	○	–	–

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Finance			
Hold student expense account monies in UK Trust Account with refunds of any unused funds paid to parents	☐	☐	☐
Easy payment of fees and expenses in local multi-currency account based in Hong Kong	☐	☐	☐
All payments for Host family stays including entertainment from student expense account	☐	–	–
Payments for school uniform both new and ongoing from student expense account	☐	–	–
Provide payments to mobile phone operators from expense account	☐	–	–
Provide pocket money payments to school, host family or UK bank accounts from expense account	☐	–	–
Monitor expenditure via prepaid debit card and top ups to expenses account	☐	–	–
Large item purchase support via expense account including arranging direct delivery to school	☐	☐	–
Payment support for school trips, university visits, courses or other activities	☐	☐	–
Payment in the UK for tutoring services outside school time	☐	–	–
Payment support for sporting activities outside of school	☐	–	–
Regular account expense statements and expense account top up invoices	☐	☐	☐
Travel			
Arrange all travel to and from airport and school	☐	☐	–
Arrange all travel to host family or other Homestay	☐	–	–
Assist with travel for passport renewals and other official visits	☐	–	–
Arrange visits to schools and / or universities	☐	–	–
Assist with international travel within the EU	☐	–	–
Liaise with school on all travel arrangements and required notifications or portal entries	☐	☐	☐
Assist with school permissions for private car travel for older students	☐	–	–
Assist with early arrival arrangements including host family and hotel bookings (depending on age)	☐	–	–
Assist with late departure arrangements including host family and hotel bookings (depending on age)	☐	–	–
Other services			
Guardianship identification letters and Identification cards provided to assist with UK entry & exit	☐	☐	☐
Emergency support for Border Agency issues with direct contact to senior staff	☐	☐	☐
UK mobile sim provided suitable for the school and local signal	☐	☐	–
School uniform purchasing support including payment from student expense account if necessary	☐	–	–
Support with specific school equipment needs	☐	–	–
Liaise with and work on behalf of parents with any UK statutory or Government body	☐	☐	☐
Sign necessary and appropriate consent forms on behalf of parents	☐	☐	☐