



**NEXUS**  
INTERNATIONAL  
SCHOOL  
SINGAPORE



# GUARDIAN **HANDBOOK 2026 - 2027**

## TABLE OF CONTENTS

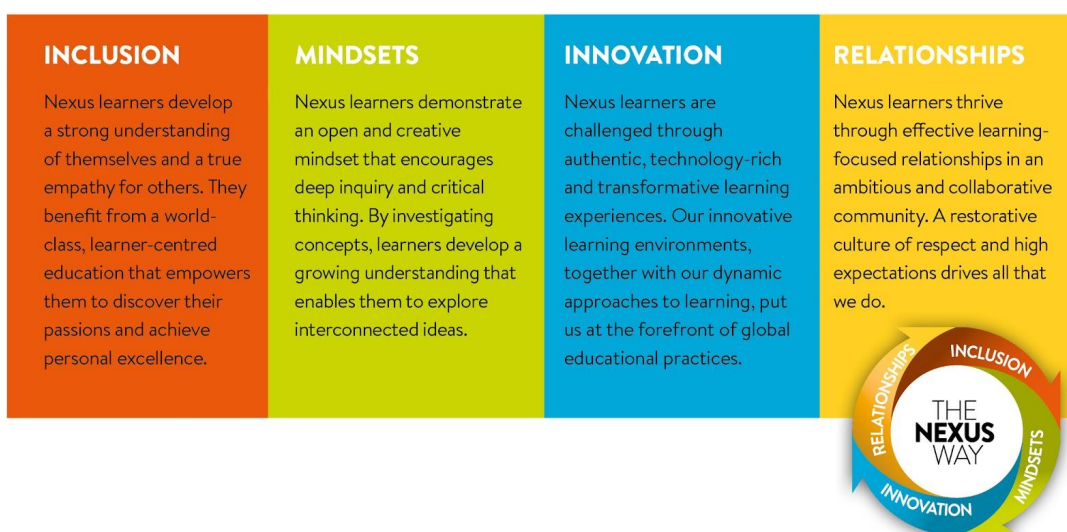
|                                                   |           |
|---------------------------------------------------|-----------|
| <b>Foreword - Guardianship Coordinator</b>        | <b>2</b>  |
| <b>Welcome Message from the Principal</b>         | <b>4</b>  |
| <b>Support Structure - Guardian Learners</b>      | <b>4</b>  |
| <b>Glossary of Key Terms</b>                      | <b>5</b>  |
| <b>Guardianship Principles and Practices</b>      | <b>6</b>  |
| <b>Guidelines for Guardians</b>                   | <b>8</b>  |
| <b>Terms and Conditions</b>                       | <b>10</b> |
| <b>Attendance and Punctuality</b>                 | <b>10</b> |
| <b>Safeguarding, Pastoral Care &amp; Guidance</b> | <b>11</b> |
| <b>Guardianship Workshops</b>                     | <b>13</b> |
| <b>Guardian Learners Co Curricular Activity</b>   | <b>13</b> |



## OUR MISSION

# BUILDING AN EMPOWERING, LEARNING-FOCUSED COMMUNITY

## THE NEXUS WAY



## OUR CORE VALUES

being dedicated to a culture of **RESPECTING** and caring for each other  
 openness in **EXCELLENCE**  
 acting with **COMMUNICATION**  
 being **INTEGRITY**  
 creating **PASSIONATE** in what we do  
 creating **ENJOYABLE** environments

## OUR VISION

To **educate the youth of the world** to take their productive place as **leaders in the global community**.

 Member of Taylor's Education Group



## Foreword - Guardianship Coordinator



This handbook has been compiled by the school to provide guardians of Nexus learners with clear information on all aspects of life at the school. There are many important areas addressed here and we therefore strongly urge all guardians to read the handbook carefully prior to the start of school. This handbook should be used in conjunction with the “Nexus Parent Learner Handbook” you have also been sent. If you have any questions about topics raised in this handbook, please contact me.

Warm regards,

Gabby Zhou  
Guardianship Coordinator  
[zhou.g@nexus.edu.sg](mailto:zhou.g@nexus.edu.sg)

## Welcome Message from the Head of Secondary School

On behalf of the Secondary School, I welcome you to our community. I trust that we are at the start of a meaningful and productive partnership between you, Nexus staff and of course, the children in your care. It is well documented that for children to learn effectively they need to feel safe, happy and cared for. In the physical absence of their parents, children living under guardianship look to you for these needs to be met. This handbook has been written to assist with this highly important role and make clear the systems, procedures and expectations of the school. Please read the guide carefully to support your child’s wellbeing and success. We welcome feedback – please contact us if the handbook does not answer your questions. We recognise that the role of a guardian is highly rewarding but not without its challenges. We are here to support you and the child in your care. Should you need any further information please do not hesitate to contact the school.

Best wishes,

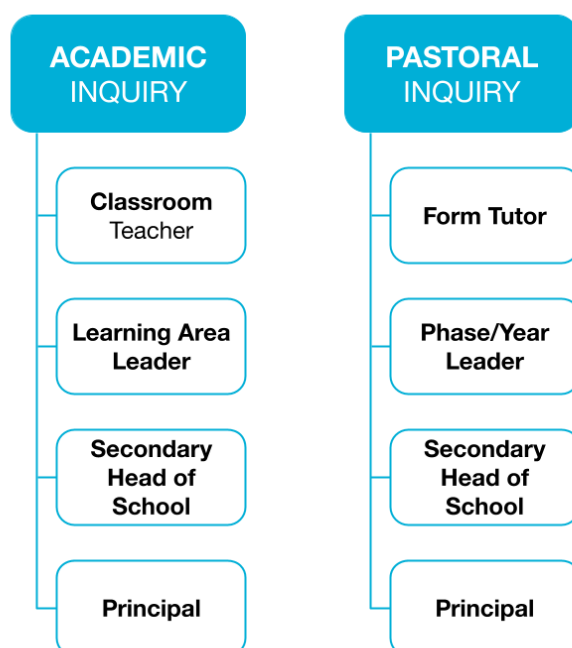
Jonathan Gunzi  
Head of Secondary  
[gunzi.j@nexus.edu.sg](mailto:gunzi.j@nexus.edu.sg)

## Support Structure - Guardian Learners

At Nexus International School we have clear structures in place to support our learners living under guardianship. Here are the key members of staff with responsibilities around guardianship.

|                  |                                                      |                                                                      |
|------------------|------------------------------------------------------|----------------------------------------------------------------------|
| Gabby Zhou       | Guardianship Coordinator                             | <a href="mailto:zhou.g@nexus.edu.sg">zhou.g@nexus.edu.sg</a>         |
| Stephanie Hughes | Deputy Head of School (Designated Safeguarding Lead) | <a href="mailto:hughes.s@nexus.edu.sg">hughes.s@nexus.edu.sg</a>     |
| Carly Drysdale   | Deputy Head of Secondary School                      | <a href="mailto:drysdale.c@nexus.edu.sg">drysdale.c@nexus.edu.sg</a> |
| Mandy Ge         | Bilingual (Chinese) Counsellor                       | <a href="mailto:ge.m@nexus.edu.sg">ge.m@nexus.edu.sg</a>             |
| Lori Ercan       | Bilingual (Chinese) Counsellor                       | <a href="mailto:ercan.l@nexus.edu.sg">ercan.l@nexus.edu.sg</a>       |

In most situations, the initial point of contact for guardians, with subject or academic inquiries, should be the learner's subject teacher. Pastoral or wellbeing inquiries should be directed to the Form Tutor. Should questions remain after initial inquiries, guardians are invited to follow the contact chain shown below. If you have questions pertaining to guardianship and accommodation these can be addressed directly to the Guardianship Coordinator.



**In order to ensure a clear picture of our learners under guardianship, we ask that you include the Guardianship Coordinator in all correspondence.**

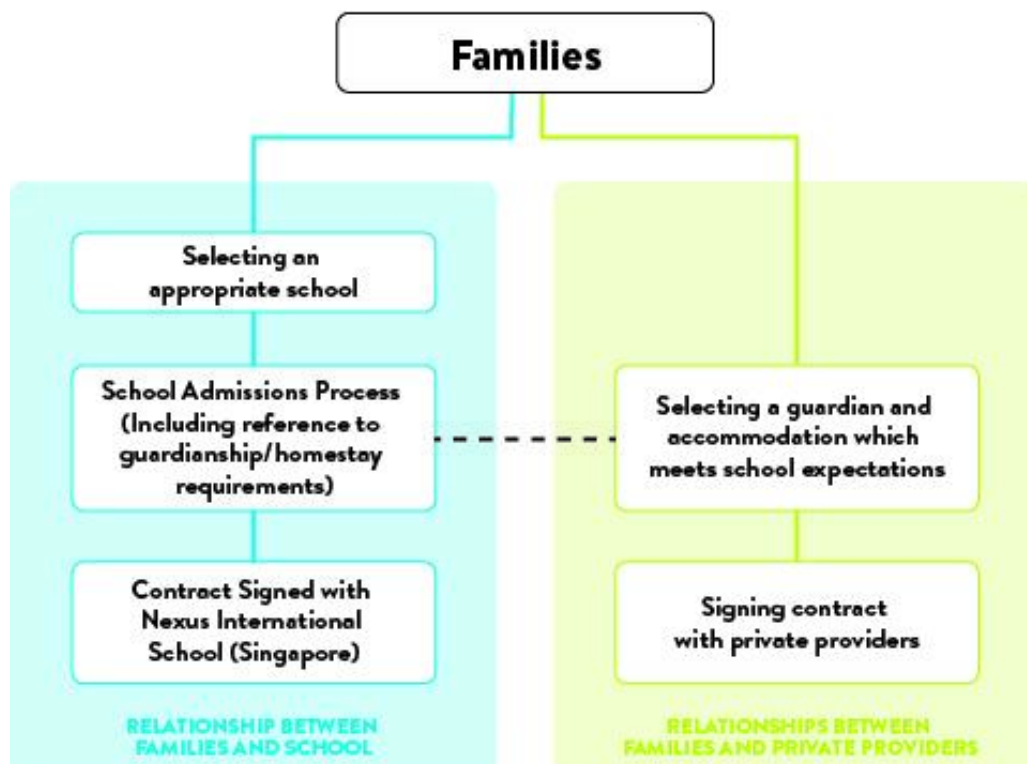
## Glossary of Key Terms

| <b>Term</b>                               | <b>Definition</b>                                                                                                                                                                                |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accommodation Provider                    | The individual/organisation which provides the primary residential address for our guardian learners. As per our terms and conditions this should be the same address as the nominated guardian. |
| Guardian                                  | An individual nominated by the parent or primary carer to take on legal responsibility for their child while they study at Nexus International School.                                           |
| Guardian learner                          | A Nexus International School(Singapore) learner who is cared for by an individual nominated by their parent or primary career.                                                                   |
| Guardianship Coordinator                  | The Nexus International School(Singapore) employee responsible for the care, monitoring and guidance of our guardian learners.                                                                   |
| Immigration & Checkpoints Authority (ICA) | The government organisation responsible for the granting and renewing of the Student Pass.                                                                                                       |
| Student Pass                              | The category of visa awarded to people in Singapore for the purpose of studying.                                                                                                                 |
| Ward                                      | Term used to describe a young person under the care of a guardian.                                                                                                                               |

## Guardianship Principles and Practices

At Nexus International School (Singapore) (NISS) we have a number of international learners who move from their home country to study with us. While in Singapore many of these learners will live away from their parents, cared for by an appointed guardian in a boarding or homestay environment.

The provision of this “home away from home” is a private agreement entered into by the parent and the guardian/accommodation provider. Nexus International School does not own, manage or in any way enter into a formal relationship with the providers of accommodation and guardianship. Nexus ensures Guardian Learners are appropriately cared for by way of expectations placed on all parties and the minimum requirements included within this document and the Learner Contract Terms and Conditions.



NISS does recognise the importance of aiding parents to select an appropriate guardian and living arrangements for their children. Our admissions team together with our Guardianship Coordinator work to do that. We have a number of minimum expectations when it comes to guardians and accommodation provision which parents agree to meet when signing a contract with us. We monitor and evaluate the wellbeing of our guardian learners and the quality of guardianship and accommodation they receive. In addition to that, we recognise the unique needs of our learners living under guardianship and the guardians who care for them.

NISS runs a guardianship programme of care that places the safety and wellbeing of learners living under guardianship at the heart.

- We are committed to supporting guardian learners in their transition to Singapore and life in our school.
- We ensure that learners living under guardianship have a voice in our community and we will respond to their needs.
- We recognise the huge value brought to our community from our international students living under guardianship.
- Our school provides an internationally-minded and inclusive environment for a range of international students where they will find access to support services and a wide range of co-curricular and extracurricular activities.
- We support our guardians to become active members of our community and support children under their care to thrive while in Singapore. We do this through workshops, training courses and support systems provided by the school.
- We communicate with guardians and make regular visits to accommodation to ensure they meet our expectations. Where guardianship or accommodations falls below our expectations we work with parents to find alternative arrangements for our learners.
- We have dedicated safeguarding measures in place to ensure the welfare of our guardian learners.

## Guidelines for Guardians

The safety and well-being of all our learners is our first priority. For this reason, parents and guardians must be aware of the following expectations of the role of a guardian. By placing a child under a guardianship arrangement you are agreeing to the following:

1. The guardian must be 25 years old and a permanent resident or citizen of Singapore (or a blood relative of the learner with a valid pass to live in Singapore).
2. Upon arrival in Singapore, the guardian must assist the learner in registering for a doctor and a dentist, obtaining the school equipment list, opening a bank account and any other needs that a young person requires.
3. The guardian must ensure that accommodation provides strong in-house support, such as in-house study supervisors, tutors, drivers and maids etc. to help in the supervision and guidance process. The guardian should also have daily check-ins with the learner.
4. The guardian is responsible for ensuring that at all times, no learner should be left alone in the accommodation for a prolonged period of time without supervision. All guardians must be responsible to support learners within the home environment. No other person can replace guardian supervision without prior notification or approval from the school. **Failure to comply with this agreement will result in learner suspension until the guardianship issue is resolved.**

5. You must be readily contactable by the school at all times during the school year and pass on any relevant information to the learner's parents on:
  - a. Academic progress.
  - b. Attendance - Student Pass Holders are expected by the ICA to attend school for 90% of the available days.
  - c. Emotional and behavioural issues.
  - d. Enrolment in the co-curricular programme at the school (required to participate in one per term except in Year 13).
6. You must keep up to date with your ward's progress and school life. This includes:
  - a. Reading regular communication from the school including emails and fortnightly newsletters;
  - b. Using the Canvas virtual learning environment to know what learners have been assigned for home learning;
  - c. Attending all meetings requested by the school;
  - d. Attending all Learning Conferences (parents evenings);
  - e. Reading and acknowledging the school reports sent
7. You must be willing and able to follow up on measures/actions/recommended by the school administration, counsellors and teachers.
8. You must organise the renewal of the student pass and communicate the progress of this to Learner Services well before the visa expires.
9. You must take responsibility for the learner outside of school hours while they are enrolled at the school. This includes and is not limited to:
  - a. Providing regular supervised study support.
  - b. Providing opportunities for structured weekend activities and social events.
  - c. Setting a developmentally appropriate curfew to ensure that learners get enough sleep. We recommend no later than 10pm.
  - d. Having a digital device usage agreement.
  - e. Providing single, double or triple room accommodation. Where learners are sharing a room this should be with someone of the same gender and age.
10. You must immediately report to school any circumstances of a learner in a dangerous or unsafe situation. This includes suspicions of physical, sexual or emotional abuse. The details of this reporting process can be found in the safeguarding policy.
11. You must keep the school informed of all matters concerning the learner, including health, accidents, behavioural concerns, absences without reasonable explanation, legal issues, any other information requested by the school.
12. The guardian is required to arrange doctors/hospital visits when needed.
13. The guardian is expected to provide reasons for absence in the following ways:
  - a. For a planned absence, use the Leave Application Form.
  - b. For an unplanned absence contact the school in the morning via email ([absence@nexus.edu.sg](mailto:absence@nexus.edu.sg)) to explain the absence and arrange for a medical certificate to be delivered upon the return to school.

14. The guardian must advise Learner Services at Nexus International School (Singapore) and the learner's own parents if you wish to withdraw as the guardian for your ward. This should then be followed by the notice period agreed in the contact between parent and guardian.
15. Guardians are required to register their name, address and contact phone number with the school. They are also responsible for monitoring and completing safeguarding checks of other adults residing in the same accommodation as learners. You must advise us immediately if these details change.
16. If the guardian wishes to leave Singapore for any reason then you must make suitable arrangements for your ward and inform the school of your absence, providing alternative contact numbers for emergency situations.
17. If a guardian plans to leave Singapore for more than one day, an interim guardian must be appointed and registered with the school. If this process is not followed a ward's contracts may be annulled as they are deemed to not be in good care.

## Terms and Conditions

When signing a contract with the school the parent agrees to a number of terms and conditions you need to be aware of as a guardian. Terms & Conditions specific to Guardianship learners are stated within the Learner Contract. A copy of which is available on the school website.

## Attendance and Punctuality

The teaching days are full and intensive. It is therefore important for attendance to be as near to 100% as possible. We would ask for your support in trying to achieve this.

Learners who are holding a Student Pass issued by the Immigration and Checkpoints Authority (ICA) must meet the **statutory requirement for class attendance of 90% every month, failing which the learner's pass may be cancelled by Immigration and Checkpoints Authority (ICA) due to poor class attendance.** We are obliged to report attendance data to the ICA on a monthly basis.

Should your ward be unable to attend classes please phone or email ([absence@nexus.edu.sg](mailto:absence@nexus.edu.sg)) to let us know that they will be absent. In the event of an illness, a medical certificate must be provided for us to authorise the absence. Any physical documentation should be submitted to Learner Services. Failure to adequately document absences will also be shared with the ICA.

*Absences and late arrivals must be justified. You are required to send an email to [absence@nexus.edu.sg](mailto:absence@nexus.edu.sg) by 8:00am to notify the school if your ward is unable to attend classes. Any absence due to personal convenience will be considered unexcused.*

If your ward is ill you must keep them at home. A child with a high temperature, diarrhoea or sickness should not be at school.

At Nexus International School (Singapore) we teach until the very end of term. It is important that your ward does not end the term early to return home.

### Taking a Child out of School

Parents/guardians may wish to take their children out of school for a variety of reasons. These might include medical appointments, important family occasions and visits to the mosque on Friday afternoons. The school grants most requests – please complete the Leave Application form at least three days before the planned absence if you wish to take your children out of school during the day so security can be informed. Security will not allow you or another person to take your child off-site during the day if they have not been informed.

### Punctuality

Arriving on time to school is essential for learners and an important life skill. The day begins at 8.20am so the ideal time to arrive is between 8.05am and 8.15am. Learners arriving after 8.20am will be marked as late. Please help your child to be on time. After 8.20am entrance to the school can only be made through the guardhouse entrance. Late learners should register at the guardhouse and then collect a slip from Learner Services to take to lesson to

show they are registered. A SMS message will be sent to parents and guardians of learners whose absence is unexplained at 8.40 am.

## Safeguarding, Pastoral Care & Guidance

### Safeguarding Policy

As part of the guardianship registration process all prospective guardians will meet our Guardianship Coordinator. In that meeting, guardians will be provided with a copy of the school safeguarding policy and talked through the sections relating to guardianship. It is a requirement the guardian does this and acknowledges they have read and understood the contents of it.

### Educare Training for all Guardians

New guardians to Nexus International School are enrolled in a short course covering the basics of child safeguarding. The course is provided by Educare, a specialist safeguarding training provider from the Times Educational Supplement. The course will help you to:

- Understand what child abuse is, and the difference between safeguarding and child protection.
- Realise that safeguarding is everyone's responsibility and that being vigilant is crucial
- Recognise some of the signs of abuse and the characteristics of neglect
- Know how to respond if you have a concern or if a child confides abuse to you
- Know how to share information and how to deal with allegations against staff in your organisation
- Have considered different real-life scenarios to enable you to implement good and safe working practices

The cost of this course is covered by the school and you will be sent the details to complete once your details have been shared with us by the parent.

This training is in addition to reading and acknowledging the school safeguarding policy.

### Counselling

Our counselling team is an integral part of the school and provides proactive character development programmes as well as social-emotional counselling. The Counsellors can offer confidential counselling for learners and families who are experiencing difficulties in their lives. We have Bilingual Counsellors (Mandarin & English) who are able to support learners who feel more comfortable discussing any issues in Chinese.

Learners can self-refer, peer-refer or be referred by staff when some personal social and emotional support is needed. As a guardian, you may also request this support for your

ward by contacting the form tutor if you identify that he/she may benefit from counselling services.

### Wellbeing

Aside from attending to school administrative matters, a responsible guardian goes beyond the legal requirements to dutifully care for the well-being of the learner. You are expected to demonstrate understanding and sensitivity to learners who are away from their families and familiar surroundings.

Learners may become distressed for different reasons, including culture shock, finding it difficult to adapt to the diet, being overwhelmed by differences in their residential settings, including the lack of privacy, and not being able to fully communicate their feelings.

Young people can react in different ways, e.g. becoming unhappy, introverted or aggressive or having trouble sleeping. This may be their first experience of being away from home, and they could be upset when parents contact them.

Guardians need to be alert for these signs and to respond appropriately.

Some helpful responses:

- 1) Be a good listener and show empathy, e.g. “I see that this is difficult for you”
- 2) Try to hold back giving advices or “should”s
- 3) Be curious - ask them what you can do to help
- 4) Give them the list of resources they can get help from
- 5) Bring them out for a walk or a meal

If you would like more guidance in the monitoring and support of ward’s wellbeing please contact the Guardianship Coordinator.

### Guardianship Workshops

During the year, the Guardianship Coordinator will run sessions to support your understanding of school life and your role as a guardian. As a guardian, we want you to become part of our school community and expect, where possible, for you to attend. If you have any suggestions for the topics of these workshops please do not hesitate to contact the Guardianship Coordinator.

### Home Visits

To further support guardians and their wards, we may occasionally arrange home visits. These visits aim to provide a supportive environment, and we appreciate your cooperation in making them possible.

## Guardian Learners and Extra/Co Curricular Activities (ECA/CCA)

To support learners' integration into school life and to ensure they make the most of all opportunities provided to them all guardian learners are required to attend at least one CCA/ECA activity each session. Participation in the ECA/CCA programme will be monitored by the Guardianship Coordinator and any concerns shared with the parents and guardians.