

Thames Hightech Ltd

Template Parent / Guardian Agreement 2025/26

Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

This agreement sets out the main arrangements between Thames Hightech Ltd and the parent(s) / legal guardian(s) of the student in relation to guardianship-related services. It should be read together with the Parent Handbook, Student Handbook, Safeguarding and Child Protection Policy, School Statement of Service and any fee schedule or service description agreed separately.

1. Student details

Student name: _____

Date of birth: _____

Home address: _____

School in the UK: _____

School address: _____

Student email / mobile (if applicable): _____

2. Parent / legal guardian details

Parent / legal guardian 1: _____

Relationship to student: _____

Address (if different): _____

Email: _____

Mobile: _____

Parent / legal guardian 2: _____

Relationship to student: _____

Address (if different): _____

Email: _____

Mobile: _____

3. Thames Hightech Ltd details

Organisation: Thames Hightech Ltd

Main contact / appointed guardian: Yuhong Li

Address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Telephone: 07538826068

Email: Andrew.li@thameshightech.com

4. Service level and period

Agreed service level: _____

Service start date: _____

Service end date: _____

5. Services

Subject to the agreed service level, Thames Hightech Ltd may provide or coordinate services such as:

- 24/7 emergency contact arrangements;
- liaison with school, parents, homestays and student;
- arrangement or coordination of homestay accommodation during exeats, half terms, holidays or emergencies where included in the agreed service;
- arrangement or coordination of transport where included in the agreed service;
- welfare support, communication support and practical assistance within the scope of the agreed service;
- attendance at parents' evenings or meetings where agreed;
- emergency decision-making in the student's best interests where parents cannot be reached and immediate action is required.

The exact service scope depends on the agreement with the parent(s) and may be supplemented by a separate fee schedule or service description.

6. Information sharing and safeguarding

The parent(s) / legal guardian(s) understand that Thames Hightech Ltd may need to share relevant student information with schools, homestays, medical professionals, transport providers or safeguarding agencies where this is necessary for student welfare, service delivery, emergency response or legal safeguarding obligations.

Sensitive and safeguarding information will be handled in line with data protection law and Thames Hightech Ltd policy.

7. Fees and additional charges

The parent(s) / legal guardian(s) agree to pay the fees agreed for the service level selected and any additional authorised costs properly incurred on the student's behalf, including but not limited to accommodation, transport, emergency practical support or other agreed services.

Fee details: _____

Payment arrangements: _____

8. Parent responsibilities

The parent(s) / legal guardian(s) agree to:

- provide accurate and up-to-date information about the student;
- notify Thames Hightech Ltd of relevant medical, welfare, behavioural, travel or school-related information;
- respond promptly to important communications where reasonably possible;
- ensure fees and authorised charges are paid in accordance with the agreement.

9. Emergency situations

If an urgent situation arises and the parent(s) / legal guardian(s) cannot be reached, Thames Hightech Ltd may take reasonable and proportionate action in the best interests of the student, taking account of safeguarding duties, professional advice and the circumstances known at the time. Parents will be informed as soon as reasonably possible.

10. Start, review and termination

This agreement starts on: _____

This agreement ends on: _____

Either party may terminate this agreement by giving _____ weeks' written notice, unless immediate termination is required for safeguarding, serious breach, non-payment or other urgent reason.

Any variation to this agreement should be agreed in writing.

Signed for and on behalf of Thames Hightech Ltd

Name: Yuhong Li

Position: Director / DSL

Signature: _____

Date: _____

Signed by Parent / Legal Guardian 1

Name: _____

Signature: _____

Date: _____

Signed by Parent / Legal Guardian 2

Name: _____

Signature: _____

Date: _____

Signed by Student (if appropriate)

Name: _____

Signature: _____

Date: _____