



1 March 2019

SCHOOL INFORMATION PACK

ELITE ANGLO CHINESE SERVICES

CONTACT DETAILS

Name Eve Leung

Address: The Fold Space, 20 Clyde Terrace
Forest Hill, London, SE23 3BA

Admin Address 33 Lower Road, Grayswood, Haslemere
Surrey, GU27 2DR

Telephone: UK Tel. + (44) 01865 600288
UK Mobile + (44) 07787 536030
Hong Kong + (852) 9530 8525

Email: info@eliteacs.com

Website: www.eliteacs.com

EMERGENCY CONTACT

Eve Leung + (44) 01865 600288

Or

Evelyn and Gwyn Phillips + (44) 01428 648393

Elite Anglo Chinese Services
The Fold Space, 20 Clyde Terrace, Forest Hill, London SE23 3BA
Company No: 11632695 Registered in England and Wales

ELITE ANGLO CHINESE SERVICES



Eve Leung

Welcome!

We wish you a warm welcome from 'Elite Anglo Chinese Services' (Elite). 'Elite Anglo Chinese Services' are a small privately run business based in London, UK and Hong Kong.

Elite provide educational and guardian services to Chinese students. We work with a broad range of outstanding Independent Schools, Colleges and Universities. Elite have created a wide network of Host Families in all regions in the UK.

Please contact Eve Leung

EMERGENCY CONTACT DETAILS (24 HOURS)

Tel UK + (44) 01865 600288

Mobile UK + (44) 07787 536030

Email: eve@eliteacs.com

Name of School

Boarding House

House Master / Mistress

Name of Student

Date of Birth of Student

Year

Please find enclosed our Statement of Elite Guardianship's Services

Elite Anglo-Chinese Services (Elite) has been contracted to act as Guardian for the above student during his/her period of study in the United Kingdom. Elite aims to deliver a service that: cares for every aspect of an overseas student's stay in the UK. We remove any worries that a parent may have and act on their behalf if they are unable to do so.

Eve Leung is Managing Director of Elite and she will act as the Principle Guardian to the above student. We are in charge of all communications between Parents, Student, Host Family and School. Elite will confirm each student's transport arrangements and will ensure that our student is safe leaving or arriving at the School premises. We will monitor our student's progress and will attend school parent's meetings at the request of the student or parents.

Any concerns during the school year from the parents or the guardian will be communicated to the school and we will try and resolve these situations as quickly as possible.

Forms

- Elite Anglo Chinese Services contact details
- Our Guardian Student Form with details of the Student and their Parents contact details
- A Medical Form containing all necessary details
- A profile of the Host Family together with their contact details
- Consent Form to travel alone

Responsibilities of Elite Anglo-Chinese Services

- To provide a point of contact on a daily basis throughout the school term and be ready to accommodate the student in case of an emergency or crisis.

- Where requested by the parent, to provide transfers at exeat weekends, half-terms, beginnings and ends of term from the school to the airport or to a Host Family.
- Where requested by the parent, to make suitable accommodation arrangements and to provide an appropriate degree of care and supervision for the student at exeat weekends and half-term holidays.
- To provide all the necessary information, including a Host Family Handbook and a Safe Care Plan to the Host Family regarding the student.
- To inform the school of any changes to agreed periods of study and travel arrangements, as appropriate.
- To be involved in each and every arrangement for the student when residing away from school, for example when visiting the family of another pupil or friend.
- To communicate all such travel details in writing with the houseparent and to provide all the necessary details prior to the student leaving school for longer holidays.
- To be ready to attend important parents' conferences or other important meetings at the school on the parents' behalf.
- To communicate with houseparents on a regular basis regarding the welfare of the student.
- Elite Guardianship will undertake the responsibilities listed above.
The student's Educational Guardian will be Eve Leung who will be supported by the nominated Guardianship Manager.

In the case of an emergency, please contact:

Eve Leung or Gwyn Phillips

Address: 33 Lower Road
Grayswood
Haslemere
Surrey
GU27 2DR

EMERGENCY CONTACT DETAILS (24 HOURS)

Tel: UK + (44) 01865 600288

Mobile : UK + (44) 07787 536030

Email: eve@eliteacs.com

ELITE Guardianship will stay in close communication with the student's selected Host Family. It is not expected that the Host Family will need to make direct contact with the school apart from introducing themselves to House Parents, attending parents' conferences or similar events as requested.

ELITE would be grateful if the school would provide or arrange as follows:

Student information

Any information regarding the student, including welfare and social progress, any concerns and any behavior or health issues

School contact information

The contact details for the student's Houseparent including email address, telephone number, mobile number and emergency contact number (out of school hours)

Parent portal

Add Eve Leung to the parent portal, subject to sufficient permission being granted by the parent(s).

School reports

Termly reports from the school where agreed and requested by the parents. Term dates Term dates and any other relevant dates as per the school's calendar relating to events and activities, either in a document or by sending the appropriate link on your website.

School policies

All relevant school policies on Safeguarding, Missing Child and Child Protection, or details of where these can be accessed on the school's website.

Our contact details are as follows:

Elite Anglo Chinese Services

Principle Guardian: Eve Leung

Address: 33 Lower Road, Grayswood, Haslemere, Surrey GU27 2DR

Telephone: UK Tel. + (44) 01865 600288

UK Mobile +(44) 07787 536030

Hong Kong Tel : + (852) 9530 8525

Email: info@eliteacs.com

Website: www.eliteacs.com

EMERGENCY CONTACT DETAILS (24 HOURS)

TEL + (44) 01865 600288 Email: info@eliteacs.com

1. Meet the Team

'Elite Anglo Chinese Services' have a highly professional team in place in the UK and Hong Kong. All staff, associates and Host Families support this caring and personal ethos of EACS. Elite Anglo Chinese Services will allocate a member of staff in our Hong Kong office to assist each parent with any questions you need sorting or answering. Parents, Students, Host Families and Schools can contact us direct in the UK on our 24 hour emergency number.



EVE LEUNG

MANAGING DIRECTOR

Tel UK + (44) 01865 600288
Mobile UK + (44) 07787 536030
Tel Hong Kong + (852) 9530 8525
Email eve@eliteacs.com



GWYN PHILLIPS (BA Honors, PGCE)

**FAMILY COORDINATOR
SAFEGUARDING LEAD**

(UK based)

Tel UK + (44) 01428 648393
Mobile UK + (44) 07772 252303
Email gwyn@eliteacs.com



EVELYN PHILLIPS **OFFICE MANAGER** **(UK based)**
Tel UK + (44) 01428 648393
Mobile UK + (44) 07789 434798
Email evelyn@eliteacs.com



WAI-KIN SHING **Educational Consultant** **(UK based)**
Mobile UK +(44) 0776 139 9256
Email waikin@eliteacs.com

HONG KONG OFFICE ADMINISTRATION (Hong Kong based)

Our Elite team will welcome new Parents and Students to our Guardian Agency. They will guide and assist every Parent through the application process for Schools and joining our Guardian Agency. Elite will liaise with our UK team to provide your needs and Guardian Services for each individual Student. Elite will check that each Student has completed their applications correctly and has an up to date passport. Elite will confirm that each Student's transport arrangements are in order before they travel to the UK.

All our students will get an 'Induction Session' before they come to the UK. A Handbook will be sent to each Student and Parent and Elite will go through all the things they need to know before travelling to the UK.

HONG KONG OFFICE

Tel + (852) 81442125

Mobile + (852) 91865077
Email info@eliteacs.com

Elite Anglo-Chinese Services

Contact Details

- **First Contact** 'Principle Guardian'

Eve Leung

Name Eve Leung

Address: 33 Lower Road
Grayswood
Haslemere
Surrey
GU27 2DR

Telephone: UK Tel. + (44) 01865 600288
UK Mobile + (44) 07787 536030
Hong Kong + (852) 9530 8525

Email: info@eliteacs.com

Website: www.eliteacs.com

EMERGENCY CONTACT DETAILS (24 HOURS)

TEL + (44) 01865 600288

- **Second Contact** Safeguarding Lead

Gwyn Phillips

33 Lower Road
Grayswood
Surrey
GU27 2DR

Tel + (44) 01428 648393

Mobile: + (44) 0777 2252303

Email gwynphillips@anglo-chinese.net

- **Third Contact Transport**

Wai-Kin Shing

Mobile UK +(44) 0776 139 9256
Email wshing@anglo-chinese.net

