



ELITE



ANGLO CHINESE



SERVICES

SCHOOL INFORMATION PACK

2023 - 2024

ELITE ANGLO CHINESE SERVICES

CONTACT DETAILS

Name : Eve Leung

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

Hong Kong Office: Unit 66, 16/F,

Lee Garden Two, 28 Yun Ping Road, Causeway Bay, Hong Kong

TELEPHONE :

UK Tel+ (44) 020 8144 2145

UK Mobile+ (44) 07787 536030

HK Office +(852) 6810 8836

Email : info@eliteacs.com

Website : www.eliteacs.com



Eve Leung

EMERGENCY CONTACT DETAILS (24 HOURS)

Tel UK + (44) 020 8144 2145

Mobile UK + (44) 07787 536030

Email : eve@eliteacs.com

Welcome!

Welcome to Elite Anglo Chinese Services. Our Guardian agency will ensure each student feels welcome and to safeguard and promote the student's welfare outside of school. We take care to select a Host Family who will take a genuine interest in the student but will respect his/her privacy, cultural background, religious beliefs and dietary needs.

Thank you for offering to host; the care shown by our Host Families helps enormously to contribute to the enduring success of our guardianship services. We are very pleased for you to be a host and hope you have an enjoyable hosting experience.

Basic information table



School		
Name of School		
Boarding House		
Address	House Master / Mistress	
Student		
Name of Student	Date of Birth of Student	Year
Please find enclosed our Statement of Elite Guardianship's Services		

Elite Anglo Chinese 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 Principal 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

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

◆ Responsibilities of Elite Anglo-Chinese Services

- 1.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.
- 2.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.
- 3.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.
- 4.To provide all the necessary information, including a Host Family Handbook and a Safe Care Plan to the Host Family regarding the student.

Elite Anglo Chinese Services



5.To inform the school of any changes to agreed periods of study and travel arrangements, as appropriate.

6.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.

7.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.

8.To be ready to attend important parents' conferences or other important meetings at the school on the parents' behalf.

9.To communicate with house-parents on a regular basis regarding the welfare of the student.

10.Elite Guardianship will undertake the responsibilities listed above.

11.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

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Tel UK + (44) 020 8144 2145

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.

Hope the school will provide

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

• Bedtimes

We ask that you agree a suitable bedtime

• 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 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:

Principle Guardian : Eve Leung

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

TELEPHONE : UK Tel+ (44) 020 8144 2145

UK Mobile+ (44) 07787 536030

Email : info@eliteacs.com

Website : www.eliteacs.com

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TEL+ (44) 020 8144 2145 **Email:** info@eliteacs.com

Meet the Team



GWYN PHILLIPS

BA, PGCE

Head of Hosting

Designated Safeguarding Lead

Tel UK+ (44) 01428 648393

Mobile UK+ (44) 07772 252303

Email: gwynphillips@eliteacs.com



Gwyn has worked with Eve Leung in her Guardian Agency for the last ten years as Family Coordinator and Safeguarding Lead. He will place each student with a suitable Host Family. Gwyn is in charge of inspecting each Host Family, their suitability and their accommodation and obtains references. He will also instruct DBS (police) checks on each Host Family member aged sixteen and over. Gwyn makes sure that all Health and Safety Standards are in order and that Child Safeguarding is maintained.

JULIAN GODWIN

Bachelor in Education

Head of Transport

UK+ (44) 07821 470902

Email: julian@eliteacs.com



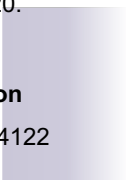
Julian graduated with a BEd (Honours) degree from the College of Ripon and York St John in 1986. From 1986 to 2001 he was the Head of Humanities and Games at St. Martin's Prep School, Nawton. In 2001 Julian joined St Martin's Ampleforth, the Prep School for Ampleforth College, where he became Deputy Headmaster and Head of Boarding. Among his many duties, Julian was responsible for the organisation of Boarders' Travel, both in the UK and abroad. In 2019 Julian enjoyed a sabbatical year, before joining the Company in December 2020.

GINNY FOK

Hong Kong Parents Liaison

Tel: + (852) 9609 4122

Email: ginny@eliteacs.com



Ginny joined Elite in 2021 after a long career in the travel history. She provides helps with all parent communications and answers general enquiries

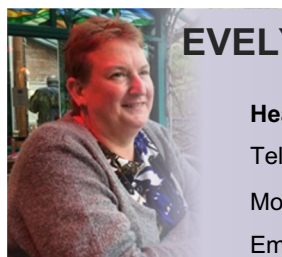
EVELYN PHILLIPS

Head of UK Office

Tel (44) 01428 648393

Mob + (44) 07789 434798

Email: evelyn@eliteacs.com



Evelyn has worked with Anglo-Chinese Student Services for the last eight years. She has hosted many International students during this period. Evelyn will be raising the profile of Elite Anglo Chinese Services. She will make sure that all the care and accommodation in our Guardian Services, Summer Schools and Education Programmes are operating to the highest standards and comply with the UK Government Child Protection and Health and Safety Standards.

Evelyn Phillips has studied at the University of East Anglia and graduated as an Interior Designer. She has managed many prestigious International Architectural and Interior Design Firms in London. She has also travelled to the Far East extensively for her projects.

CANDY HO

Head of Communications

UK+ (44) 7784 388840

Email: candy@eliteacs.com



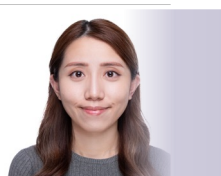
Candy joined in 2019 Summer and worked as coordinator among parents and students. She has worked in international corporations such as Star TV and APITA. Before she joined Elite, she owned a small restaurant and sold it when she decided to spend more time with her family. Since her son is also studying in a boarding school, she always gives first-hand advice to parents.

CHLOE WONG

Head of Admissions

Tel+ 852 9248 9236

Email: chloe@eliteacs.com



Chloe joins Elite in 2023 as the Head of Admissions. Assisting students and parents for their careers plan. She is also in charge of the marketing and PR of the company.