



School Handbook 2026-27



ELITE ANGLO CHINESE SERVICES

Welcome!

We warmly welcome you to Elite Anglo Chinese Services! As a small, privately-run business based in London, UK, and Hong Kong, we are dedicated to supporting overseas students.

In the UK, it is a requirement for overseas students to have a guardian based in the country, ensuring their safety and compliance with school, visa, and immigration regulations. Elite Anglo Chinese Services offers 24/7 emergency support to meet this need.

Our Services

We provide a comprehensive range of educational and guardian services, working with top independent schools and universities across the UK. Our extensive network of host families, located throughout the UK, ensures your child receives the best care.

Our Commitment

At Elite Anglo Chinese Services, we strive to deliver the highest quality of care, along with professional and personalised advice to every international parent and student. We guide each applicant through the process of joining the UK education system, including selecting the right school for your child. Additionally, we match each student with a suitable host family responsible for their care, academic progress, and welfare, all within an hour's distance from their chosen school or college.

Our Assurance

Elite Anglo Chinese Services is committed to providing the highest standard of services and care. We aim to give you the confidence to send your child to the UK, ensuring they are placed with a suitable host family so they can thrive and enjoy this life-changing experience.



Eve Leung

Managing Director
Designated Safeguarding Lead (DSL)





Meet the Team



Eve Lee (Nee Leung)

Managing Director

Designated Safeguarding Lead (DSL)

eve@eliteacs.com

07787 536030

Ms Leung is the nominated guardian for all students and the ultimate decision maker for all. She is also the DSL of the company, meaning she is in charge of all emergencies. School contacts Eve first for any situation arising.



Evelyn Phillips

Head of Hosting and

School Liaison

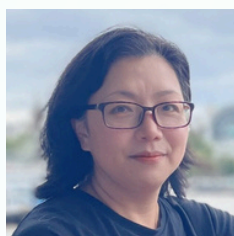
Deputy Safeguarding Lead

evelyn@eliteacs.com

07789 434798

Evelyn role as the Host Family coordinator is being responsible for all communications/liaisons with Schools and Host Families, and handling Student emergencies.

In Evelyn's career, she has managed International Design Companies and her own business. Her two children attended Private Schools in the UK and she has also hosted many current and graduated students. Evelyn has overall a deep understanding of parent's needs.



Candy Ho

Head of Communications

candy@eliteacs.com

07784 388840

Ms Ho has many years of management experience in international business, responsible for liaising with and handling enquiries from parents in Hong Kong. With her own child attending a boarding school in the UK, she has first-hand understanding of the UK education system. She assists students and parents with daily life coordination and supports day-to-day communication between schools and parents.



Julian Godwin

Head of Student Logistics

julian@eliteacs.com

07541 417961

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.

Hong Kong Team



Ginny Fok

Parent co-ordinator

ginny@eliteacs.com

(852) 9609 4122

Before joining Elite, Ginny worked in the travel industry for over 25 years, gaining extensive knowledge of flight schedules and pre-travel preparations. Ginny liaises with parents regarding transportation and study arrangements during Hong Kong hours, assisting with all pre-departure matters. She primarily provides multilingual support to parents and students.



Chloe Wong

Head of Marketing and Sales

chloe@eliteacs.com

(852) 9248 9235

Chloe assists students and parents for their careers plan. She is also in charge of the marketing and PR of the company.



BASIC INFORMATION TABLE

School		
Name of School		
Boarding House	House Master/Mistress	
Student		
Name of Student	Date of Birth	Year Group
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 study period 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, Students, 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 students' progress and attend school parent 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.

Please note some students may join a different service package that does not include certain services (such as transport or hosting arrangements). If you have any questions, please do not hesitate contacting us,

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
- Letter of Undertaking provided for the student's visa application

COMMUNICATION AND SUPPORT

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.

GENERAL CONTACT DETAILS

Name : Eve Leung

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

Telephone : UK Tel+ (44) 020 8895 6693

Email : info@eliteacs.com

Website : www.eliteacs.com

EMERGENCY CONTACT

Eve Leung 07787536030 Or **Evelyn Phillips** 01428 648393

- To provide a point of contact daily 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 the term from the school to the airport or 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 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 before the student leaving school for longer holidays.
- To be ready to attend important parent conferences or other important meetings at the school on the parents' behalf.
- Communicate with house-parents regularly 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.



Hope the school will provide

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/Guardians 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 were 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.

We are always here to support