

PROCEDURE	GUARDIAN RESPONSIBILITIES
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	APPROVED	PRINCIPAL		

<i>Statement / Action</i>		<i>Responsibility</i>
1	AIM	
1.1	It is vital that each Pittwater House pupil receive consistent support and guidance during their time in Australia. The following guidelines have been established in order to ensure guardians have a clear understanding of their responsibilities for the pupils in their care. The responsibilities of Homestay parents and pupils are detailed in separate documents.	Guardian
2	ROLE OF THE GUARDIAN	
2.1	All guardians must complete and sign the Pittwater House Guardianship agreement.	Guardian
2.2	The guardian has an overall responsibility for overseeing the social, academic, physical and emotional welfare of the student. They liaise between the school, pupil, parents/agent and Homestay to ensure the best possible care for the pupil.	Guardian
2.3	During the first week the guardian is responsible for: <ul style="list-style-type: none"> • Meeting the pupil in person within 24 hours of their arrival in Sydney. • Meeting the Homestay parents and ensuring the pupil has settled in. • Ensuring the Homestay parents have the guardian's contact details. • Organising banking facilities for the pupil. • Organising a mobile phone for the pupil (where necessary). • Organising computing / internet / phone facilities for the pupil (where required). • Ensuring the pupil and Homestay parent have a clear idea about the location of the school, date of commencement interview and day 1 procedures 	Guardian
2.4	On an ongoing basis the guardian is responsible for: <ul style="list-style-type: none"> • Maintaining weekly contact with pupil and Homestay parents. • Liaising with Homestay about appropriate holiday plans or approving, or denying a pupil's wish to spend the night at a friend's home, etc. • Regularly reporting to parents about the pupil's progress both academically and socially. • Advising the School of any change to pupil, parents or guardian contact details within 24 hours of a change. • Signing on behalf of the parents in cases where parent/guardian's signature is required: <ul style="list-style-type: none"> on permission to participate in excursions. (this can be a Homestay responsibility if you desire); where medical treatment is required. • Liaising with the School, Homestay parent and student to ensure each party understands any aspect which impacts upon the pupil. • Acting on behalf of, or in support of, the student where there is a concern with the accommodation provider or School. • Ensuring that the student is well aware of the conditions attached to their Student Visa in respect of attendance requirements and academic performance. 	Guardian

	<ul style="list-style-type: none">• Attending Parent/Teacher Interviews and reporting back to the parents, either directly or through an agent. This is essential and cannot be delegated to others.• Attending interviews at the School's request (this may be at short notice).• Assisting with visa or passport related problems.• Being available to assist if any emergency situations arise.• Assisting with travel plans back home in the holiday breaks.• Being available 'on call' for the student or family, 24 hours a day, including via voicemail and email.	
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NOTES

1.

The Pittwater House Schools Ltd delivers the Foundation Year Certificate (PTW) programme under licence agreement from the University of New South Wales.

- *The Pittwater House Schools Ltd CRICOS Provider No. 00897J*
- *The University of New South Wales CRICOS Provider No. 00098G*



ENCLOSURES;

Annex A Guardianship Contract

Annex A

Guardianship Contract

1 AIM

- 1.1 The aim of this document is to detail the School's policy on guardianship and outline the guidelines for prospective guardians. It also forms the basis of an agreement between the School and the appointed guardian
- 1.2 This is a general policy which affects all areas of the School, particularly international students.

2 PRINCIPLES

- 2.1 This policy has been developed in line with recent changes to Australian Government Regulations in respect of Guardianship
- 2.2 Guardians have certain responsibility under Australian Law for the welfare of international students who are their wards.
- 2.3 It is School practice to separate the responsibilities of school, Homestay and guardian for international students in order to minimise conflicts of interest wherever possible.
- 2.4 The Guardian must be able to represent the interests of the student at meetings with the School and be able to independently address issues of Homestay and general welfare for the student

3 GUARDIAN SUITABILITY

- 3.1 Guardians must be persons of good character, acceptable to the School authorities and must be over the age of 21.
- 3.2 Guardians must be residents of New South Wales and there is an expectation that they will remain in Australia for the duration of their student's period of stay
- 3.3 A Guardian may be a close relative of the student but must be over the age of 21.
- 3.4 The Guardian agrees that he/she will be available to attend interviews and events at the Pittwater House campus at Collaroy, Sydney, and be available at short notice to attend to the welfare of his/her student and attend in person at the request of the student or the School.

4 GUARDIAN RESPONSIBILITIES

- 4.1 Guardians must attend the student's Orientation Interview with the Dean of the Grammar, Dean of the College or Director of Foundation Studies before or at the commencement of their student at Pittwater House. Failure to attend such an interview may result in their student being unable to commence studies at the School
- 4.2 Guardians must sign on behalf of the student's parents all forms and notifications requiring parental permission. Documents correctly signed and received by fax are acceptable. Guardians agree to an efficient turn around of documents so that their student is not disadvantaged by unnecessary delays.

- 4.3 Guardians agree to make regular weekly contact with their student and the Homestay host family. They agree to make a regular report to the parents of the student.
- 4.4 Guardians will maintain a liaison role between the parents and the School.
- 4.5 Guardians agree to support and assist the student with social, domestic and living arrangements.
- 4.6 Guardians will inform the School of any aspect of the student's home life which may impact upon their studies or academic progress such as illness, family news, financial issues, etc.
- 4.7 The Guardian's full contact details will be kept up-to-date and the School, parents, student and Homestay host are to be immediately informed of any changes of address or telephone contact data
- 4.8 Students may not change their Guardian without their parents' consent (in writing). As Guardians must be either a close relative or a person approved by the School, a change of Guardian cannot occur without the approval of the Pittwater House Schools.

5 AGREEMENT

- 5.1 The Guardian named below agrees to carry out the above responsibilities efficiently, honestly and co-operatively with the student named below, his/her family and the Pittwater House Schools.
- 5.2 It is acknowledge that the Guardian is appointed for the period of enrolment of the student plus such other time that the student is in Australia which is associated with this enrolment.
- 5.3 Guardianship can only be terminated by the parents of the student in writing and only once an alternative Guardian has been appointed. Guardianship can be terminated at the time the student reaches the age of 18 years.

The following information is collected in accordance with the School's Privacy Policy.

STUDENT'S NAME:	
DATE OF BIRTH:	
GUARDIAN'S NAME:	
DATE OF BIRTH:	
ADDRESS:	
CONTACT NUMBERS	
HOME:	
WORK:	
MOBILE:	
FAX:	
EMAIL:	

SIGNED AND AGREED BY THE GUARDIAN:

SIGNATURE: _____

DATE: _____

SCHOOL USE	
ACCEPTED BY PITTWATER HOUSE:	
	<input type="checkbox"/> Prohibited Employment Declaration (Child Protection/Prohibited Employment Act 1998) form signed and returned for School records.

- *The Pittwater House Schools Ltd CRICOS Provider No. 00897J*
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