



ROLES AND EXPECTATIONS OF CARER'S SUPPORTED INTERNATIONAL STUDENTS ENROLLED AT ST PATRICK'S COLLEGE

It is a condition of enrolling International Students that they must have a nominated Carer when enrolled at the College. This person must be a Permanent Resident of Australia, speak and write good English and be over 30 years of age. The Carer must be vetted and interviewed by the College in order to meet certain conditions and expectations before a letter of offer for enrolment is made.

The following criteria and conditions need to be met by the Carer

(To be signed off by the Deputy Headmaster – Staff and Student Wellbeing):

- Be over 30 years of age and demonstrate the capacity to exercise an appropriate duty of care
- Be able to speak and write good English
- Provide documentary evidence of a "National Police Check" that is current to within two (2) years **and** a "Working with Children Check" that is current.
- Be a Permanent Resident of Australia and live permanently in Victoria. A copy of relevant visa has been provided to the College.
- Attend an interview with the Deputy Headmaster, Staff and Student Wellbeing, and the Director of Boarding in order for the College to assess their suitability
- Provide full contact details, including address, contact phone numbers in Australia and an email address
- Ensure all persons over the age of 18 living in the Carer's house have a "National Police Check" that is current within two (2) years **and** a "Working with Children Check" that is current.

(To be signed off by the Director of Compliance and Risk.)

- Demonstrate a suitably safe and well-maintained house that meets the needs of the student and has been visited by the College.

We confirm that we are satisfied that the Carer meets all of the criteria and conditions as outlined above.

Name:

Title: Deputy Headmaster, Staff and Student Wellbeing

Signature:

Name:

Title: Director of Compliance and Risk

Signature:

Date:/...../.....

In addition, the following expectations are incumbent on the Carer:

- Responsibility for meeting the student on his arrival in Victoria and providing accommodation until the Boarding Precinct opens on the evening before the term commences.
- Be contactable and available.
- Responsibility for providing accommodation at those times when the Boarding Precinct is closed during term holidays (The student cannot remain at the College during these periods as no supervision can be provided).
- Providing details of when a change of Carer is to take place to the Deputy Headmaster, Staff and Student Wellbeing. **at least seven days prior to the change taking place so that appropriate vetting can occur.** (Failure to do so can result in the Student's Visa being at risk and St Patrick's College is required to report such circumstances to the relevant government authority).
- Ensure all persons over the age of 18 living in the Carer's house have a National Police Check that is current to within two (2) years **and** a 'Working with Children Check' that is current.
- Responsibility for reading through the attached document carefully and **signing a declaration of understanding** at the end of this document.

CHANGE OF ADDRESS OR CARER

Notification must be given to Deputy Headmaster, Staff and Student Wellbeing, **at least seven days prior to the change taking place** if there is to be a change of address or of Carer.

International Students must notify the College before making arrangements to change their Carer.

EXPECTATIONS OF THE CARER UPON STUDENT'S ARRIVAL

If necessary, meet the student at the airport. Provide accommodation for the student if he arrives before the College Boarding Precinct opens.

END OF TERM / HOLIDAYS

If the student is not returning home for the holidays, make sure supervision is organised until the school term commences. Confirm all holiday and travel arrangements with the student and parents. Ensure the student arrives **before** the term commencement date and leaves **after** the final day of term. Provide or arrange travel to and from the airport if necessary.

EXITS THROUGHOUT TERM

Responsibility for the collection and return of student when exiting the College outside of holiday periods.

SICKNESS WHEN AWAY FROM COLLEGE:

- Arrange medical treatment, as necessary, in liaison with parents.
- Provide quarantine accommodation in the case of infectious diseases such as Chicken Pox, German Measles, Mumps, SARS, Bird Flu, etc.

COMMENCING SCHOOL AT ST PATRICK'S COLLEGE

- Assist the student with settling into the Boarding Precinct, and with the purchase of school uniforms, stationery, clothing and personal effects.
- Visit the school with the students and meet the relevant staff, especially on Orientation Day. Attendance of the student and Parents or Carers is compulsory on Orientation Day.

MISCELLANEOUS

- Assist with personal banking that can only be carried out during banking hours so the student does not have to miss classes. This may involve being responsible for payment of school fees by the required date.
- Maintain regular contact with the student and the Director of Boarding in respect to any concerns or issues that arise.
- Provide general support for the student, especially in the case of personal or academic problems.
- Notify the school of any problems or concerns you become aware of with relation to the student.
- Provide your address and telephone numbers (home and work) to the school so that we can contact you when necessary. Any changes, whether temporary or permanent, must be immediately notified to the school.
- Be familiar with the school rules and regulations
- If withdrawing from a Carer role, immediately notify the school in writing, the student's parents and the student.
- If going away for a short time, inform the student, the parents and the school and arrange for a temporary Carer in your absence.
- Help monitor student attendance if this becomes a problem.
- Carers are most welcome to join the St Patrick's College Community by attending Parent Information Evenings, Parent Teacher Student Interviews, Valedictory, Boarding Community events and other social functions. Your role as a Carer is an important one and highly valued by the College.

A GUIDE FOR STUDENTS WHEN STAYING WITH CARERS

The following guidelines are intended as a guide for both student and Carers. It is up to the individual family to create their own rules and expectations. We do ask that students, when staying with their Carers, have set curfews and boundaries and are not given unlimited freedom.

WHEN STUDENTS ARE STAYING WITH THEIR CARERS THEY SHOULD BE GOVERNED BY THE FOLLOWING GENERAL PRINCIPLES:

- Students in a Carer's home should **respect** the family and their home and possessions and show courtesy and co-operation at **all** times.
- The families of Carers should **respect** the student living in their home and care for them, making allowances for differences in culture and habits, remembering that the student is in need of support and care during the absence of their real family.

SOME SPECIFIC RULES:

During Term Time:

If for some extraordinary reason the International student is staying with their Carer during term time, they should stay at home and study on school nights (Sunday - Thursday). Years 11 and 12 students are expected to do at least 2 ¼ hours of study every night. Our Year 10 students would be expected to do 2 hours of study per night. Students in Years 7 and 8, students are expected to complete 1 – 1.5 hours of homework per night, 5 nights a week. Students in Year 9 are expected to complete 1.5 – 2 hours of homework per night, 5 nights a week. If there is no formal homework, students should read or revise what they have learnt during the day at school.

During the school week, the student should be in bed with the lights out by **10.30 pm**. Students should **always be home on time** for the evening meal, unless previous arrangements have been made.

Students should let the Carers know of any parent meetings at school or other activities that they might like to attend. The College Newsletter, the Crest, should be shared with the Carer to keep them informed about school events.

Students should have a limited amount of time to 'play' on computers and play stations during the week (e.g. 1 hour each night) and they should only do this after they have finished their homework and chores.

During Weekends or Holiday Periods:

When students go out with their friends on the weekends they should always let the Carer know where they are going and provide them with a contact telephone number. Students (Years 10-12) should be home no later than midnight on weekends. Students (Years 7, 8 and 9) should be home no later than 10:00 pm on weekends.

Students should keep their room tidy and clean. Students should leave the bathroom, kitchen and any other living areas tidy after they have used them. If the family asks the student to do some jobs/chores while they are staying, these should always be done before the student goes out. The student's bed should be made every day and clothes and belongings put away tidily.

Students should make an effort to mix with the family and not lock themselves away in their bedroom. Students should make conversation with the family; it is expected that the students

eat the evening meal with the Carer's family and join in some family activities such as watching television, doing the dishes, or walking the family dog! This is a good chance to practice English and get to know the family better.

Carer's families should make an effort to make the student welcome by accommodating some of their dietary habits and tastes and trying to include them in family activities.

Carers should make an effort to **speak with the student** every day, when they are staying with them, to see if they are having any problems.

Students should make sure the Carer family knows the dates the student will leave Victoria and return during the school holidays. Students should always make sure they are back in Victoria **before** the start of term.

Good communication between the student and the Carer's family will mean a happy and worthwhile experience for everyone.

I confirm that I have read the document and fully understand all expectations.

Student's Name:

Signature:

Date:/...../.....

Carer's Name:

Signature:

Date:/...../.....

Final approval to be signed off by the Deputy Headmaster, Staff and Student Wellbeing.

It is my understanding that both the carer and student are aware of the expectations outlined in this document.

Name:

Title: Deputy Headmaster, Staff and Student Wellbeing

Signature:

Date:/...../.....