

ROLE OF GUARDIAN – EXPLANATORY NOTES



CRICOS NO: 02277K
A.B.N:19 959 277 996

The Scots School requires that all International Students enrolled at the school and not residing with a parent, irrespective of age, have a guardian appointed for the duration of their enrolment who can act on behalf of the student's parent and School and assist the school with all aspects of the student's welfare while in Australia.

ELIGIBILITY

The person accepting the role of guardian is to meet the following criteria.

- Must be prepared to endorse the school mission statement.
- Must be over 25 years of age, have good verbal fluency in English and be living in Sydney while the student is attending the School.
- Must be a good character and have permission to reside in Australia while the student is at the School.
- May be a family relative or professional Guardian/Agent authorised by the parent.
- Must provide documentary evidence of his /her appointment to this role by submission to the School of the completed Appointment of Guardian form.
- Must provide a statement to the school of his / her acceptance of guardianship for the student, and their obligations in this capacity, by submission to the School of the completed Acceptance of Guardianship form.
- Must provide a statement to the School of his / her acceptance of Guardianship for the student, and their obligations in this capacity, by submission to the School of the completed Acceptance of Guardianship form.

GENERAL RESPONSIBILITIES

- Regular contact with the student, his parents and the School; especially where the student resides at the School as a boarder.
- Informing the School of any absences or appointments where the student would require leave from School.
- Acting on behalf of the parent regarding School matters or issues of concern which may mean availability to meet with staff at the school.
- Awareness of School rules and expectations for students, particularly in the area of academic and extra-curricular commitments, as well as leave and term dates as outlined in the Student Diary.
- Ensuring the student is aware of School rules and expectations and meet their academic and extra – curricular commitments, as well as attendance at School and House functions.
- Confirming the suitability of a student leave arrangements which includes good knowledge of any activities the student may undertake and of hosts with whom they may be staying.
- Availability to provide support for the student, for example, in regard to health matters, medical emergencies, travel & accommodation arrangements during School vacations, which may include temporary accommodation.
- Availability to attend School functions such as Parent – Teacher interviews, Speech Day, Graduation Ceremony & Valedictory Dinner, as well as House Functions and Dinners, if the parents are unable to attend.
- Active involvement in providing for the well being of the student, for example, regular visits or telephone contact, invitations to meals or staying over with the Guardian.
- Interest in, and encouragement of, the student's academic performance and guidance for further support such as tutoring.
- Interest in, and encouragement of, the student's growth physically, mentally, emotionally, socially, and spiritually, through their participation in extra – curricular activities, particular sport.
- Informing the School of the need for any changes to Guardianship should the Guardian be unable to act in this capacity. Should the Guardian be unavailable for short periods of time, i.e. 4 weeks or less, then a 'proxy' Guardian must be nominated by the Guardian or parents to act during this period and the School informed of these arrangements. For absences where the Guardian would be unavailable for greater than 4 weeks, then a new Guardian must be appointed well in advance and a new Appointment of Guardianship form submitted.



CRICOS Provider Code: 02277K
The Presbyterian Church in NSW
Trading as The Scots School

APPOINTMENT OF GUARDIANSHIP

PLEASE PRINT

I / We _____ / _____
 (Mother's name) (Father's name)

of _____
 (Parent's address)

_____ (Suburb / town) _____ (Postcode) _____ (Country)

appoint Mr / Mrs / Ms / Dr _____
 (Guardian's full name)

Of _____
 (Guardian's address)

_____ (Suburb / town) _____ (postcode) _____ (Country)

Telephone (Home) _____ (Work) _____
 (Mobile) _____ (Email) _____

In the role of guardian for my son: _____
 (Student's full name)

I / We give authority for the above mentioned person to act on my / our behalf concerning the health, welfare, discipline, and academic progress of my / our son / daughter who will be a student at the School.

I / We understand that my / our son / daughter continued enrolment at the School is conditional upon the appointment of a suitable Guardian for the duration of his / her enrolment, who is required to meet regularly with staff and fulfil other requirements outlined in the *Appointment & Obligation of Guardians* from and I / We have discussed these obligations with the appointed Guardian.

I / We agree to notify the School immediately if there is a change Guardianship and will submit full details of the new guardian, or a 'proxy' guardian if my / our son's current guardian is unavailable or absent from Sydney for more than 4 weeks.

Any change of guardianship for your son must be made by completing a new appointment of guardianship and acceptance of Guardianship forms which then need to be approved by the International Liaison Officer of The Scots School.

Signed: _____
 (Mother's signature) (Father's signature)

Date: _____ / _____ / _____



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ACCEPTANCE OF GUARDIANSHIP

Please Print

I, _____
 (Guardian's full name)

Of _____
 (Guardian's Address)

 (Suburb / Town)

 (Postcode)

 (Country)

Telephone (Home) _____ (Work) _____

(Mobile) _____ (Email) _____

Agree and accept the role of guardian, as outlined in the *Obligations of Guardians* document, for

_____ whose parent(s) have authorised me to act in this capacity on their behalf.

Guardian's relationship to student _____

I agree to fulfil the duties of guardian as outlined in the Appointment & Obligations of Guardians form and act on behalf of the student's parents concerning Health, welfare, discipline, and academic progress while the student attends The Scots School.

I have completed a Prohibited Employment Declaration from as part of the School's risk management requirements.

I understand that the student's continued enrolment at the School is conditional upon the appointment of a suitable Guardian for the duration of his enrolment, who is required to meet regularly with staff and attend School functions.

I agree to support the School and parents by ensuring that the student meets their academic and extra- curricular commitments, as well as attending School and house functions.

I agree to notify The Scots School of any changes to these arrangements should I be unable to act as Guardian. Should I be unavailable for short periods of time, ie. 4 weeks or less, I will nominate a 'proxy' guardian to act during this period and inform the School of these arrangements. Should I be unavailable or absent from Sydney for greater than 4 weeks, then a new guardian will be appointed well in advance and a new *Appointment of Guardianship* form will be submitted to the School.

I agree to provide proof of identity such as a current Australian driver's license or a valid passport.

Any change of guardianship for this student must be made by completing a new Appointment of Guardianship and Acceptance of Guardianship forms which then need to be approved by the International Liaison Officer.

Signed: _____
 (Guardian's signature)

Date: _____/_____/_____

