



# Ivanhoe Grammar School

## International Student Guardianship Policy

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to have a guardian for the duration of their enrolment.

A Nomination of Guardianship Form will be sent with the Letter of Offer, to be completed and returned with the Student Acceptance form. Please refer to International Enrolment Procedures on our website.

Ivanhoe Grammar School accepts responsibility for the welfare of students who are not living with a parent.

Ivanhoe Grammar School must approve Guardianship arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW). Please note, the Guardian and Homestay may not be the same person.

There are two acceptable categories of guardianship.

**1. Parents may nominate a relative who lives in Melbourne.**

This must be a blood relative and proof of the relationship will be required.

Parents are required to discuss the **Ivanhoe Grammar School Guardianship Requirements** (listed on Page 2), with their nominated Guardian.

Payment arrangements, as appropriate will be made between the Parents and the Guardian.

**2. Parents nominate Ivanhoe Grammar School approved professional guardianship company.**

Parents are required to select one of the following Ivanhoe Grammar School approved companies and make the necessary arrangements. Please follow the links below and apply online to your preferred Company.

Le Le Wang Student Care  
[www.llwstudentcare.com](http://www.llwstudentcare.com)  
(Le Le Wang, Director)

Melbourne Migration and Education Centre (MMEC)  
[www.mmec.com.au](http://www.mmec.com.au)  
(Sarah Cheng, Director)

International Student Alliance (ISA)  
[www.studentguardians.com](http://www.studentguardians.com)  
(Ivan McKinney, Director)

### **Payment Arrangements**

The Guardianship Company will invoice Ivanhoe Grammar School. The School will pay the company and the costs will be passed on to the family via the students account.



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## International Student Guardianship Requirements

Please read the following important information for Guardians nominated by Parents.

Ivanhoe Grammar School will arrange a meeting at the school to complete an Ivanhoe Grammar School International Student Guardianship Agreement.

If the School is not satisfied that the Guardian meets the following criteria, parents are required to arrange Guardianship with an approved Ivanhoe Grammar School Guardianship Company.

Guardians are required to oversee all aspects of the student's welfare while at school in Australia.

These responsibilities include:

- Be appointed by the parents and approved by the School
- Be a blood relative (proof of the relationship will be required).
- Be over 25 years of age.
- Be able to communicate effectively with the school in English.
- Have permission to reside in Australia and remain in Melbourne for the duration of the enrolment.
- Maintain contact via Ivanhoe Connect to access important student information and policies and respond to messages regarding student updates, excursion/camp consent and booking parent teacher interviews.
- Provide a current Working with Children Check; further information is available at <http://www.justice.vic.gov.au/workingwithchildren>.
- Provide a current Police Check; further information is available at [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274).
- Attend an Interview at Ivanhoe Grammar School and Complete an Ivanhoe Grammar School Guardian Agreement Form and agree to accept the responsibilities listed.
- Provide the School with a residential address, telephone numbers (home, work and mobile), email address and 24 hour contact details in case of emergency.
- Immediately inform the school if they are unavailable or not able to fulfill their responsibilities.
- Immediately inform the School if they will be leaving Melbourne, including short term breaks such as holidays.
- Maintain regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least.
- Visit the student at homestay at least once per term.
- Ensure all financial obligations for the student's education are met.
- Sign all documents on behalf of the parent(s) of the student as the parents' legal representative.
- Ensure that all significant medical needs of the student are met and that the School and parents are kept informed.
- Liaise with the School on behalf of the student and their parents concerning any grievances the student may have.
- Notify the School of any unresolved grievances.
- Meet with teachers at appropriate Parent/Teacher meetings (and other meetings which may be called from time to time) to discuss the academic progress of the student and reporting these comments back to the parents.
- Act as a contact person for the School and the parents.
- Be familiar with homestay and school rules and support the School in their application.