

## Appointment of a Local Carer International Boarding Students

Parents of an international student not residing in Perth while their daughter is studying at PLC are required to appoint a responsible adult to act as a local carer for their daughter. Local Carers perform a vital role, acting on your behalf when your daughter is not under the direct supervision of the School.

The selection of a Local Carer is an important parental responsibility and is a condition of your daughter's enrolment at the School.

### CHOOSING A LOCAL CARER

A Local Carer acts on behalf of you as the parent, therefore the Local Carer should be related to your daughter, a family friend or a trusted adult. The School must be satisfied at all times that appropriate welfare arrangements are in place and that the person nominated by the family is appropriate as a Local Carer. The Local Carer's homestay accommodation will be checked upon your daughter's commencement at PLC, and occasional site visits may occur thereafter.

Local Carer guidelines:

- 25 years of age;
- Proficient in English;
- Lives in Perth or surrounding suburbs;
- Provide a copy of a valid Police Clearance, less than six months old;
- Provide a copy of a valid Working with Children Check, if the Local Carer is not an eligible relative.

The School requires any member of the Local Carer's family living at the same home, over the age of 18, to also provide a copy of a valid Police Clearance less than six months old and Working with Children Check, if they are also not a relative.

### STUDENT HEALTH AND WELLBEING

If your daughter cannot remain in the Boarding House due to illness, infection, or if she is removed from the PLC Boarding House due to disciplinary reasons, she will be required to stay with her Local Carer. It is therefore extremely important that the carer inform the School if he or she will be leaving Perth for any reason. On occasion, your daughter's Local Carer may be required to take her to medical, dental and other appointments.

### MID-TERM BREAKS AND SCHOOL HOLIDAYS

The Boarding House closes during mid-term breaks and school holidays. Your daughter will be required to stay with her Local Carer at these times, if she is staying in Perth.

### LOCAL CARER EXPECTATIONS

Your daughter's Local Carer will be required to:

- Support your daughter's academic, social and emotional well-being;
- Provide a safe environment at home for your daughter should she not be able to remain at School due to illness, infection, or if she is removed from the PLC Boarding House due to disciplinary reasons;
- Assist with medical, dental and other appointments;
- Assist in organising weekend leave arrangements, and appropriate travel and holiday arrangements;
- Liaise with the School in regard to consent for activities and excursions;
- Monitor your daughter's compliance with school and government requirements, attendance, passport and visa renewals, overseas student health cover;
- Ensure the safe-keeping of your daughter's property during the term holiday periods;
- Advise the School immediately of any changes in his or her contact details.

You and your daughter's nominated Local Carer are required to sign and return the form on the following page and provide a recent passport-sized photograph of the Local Carer. Local Carer details must be renewed if for some reason they are no longer able to fulfil this position.

## Local Carer - International Students

### APPOINTMENT OF LOCAL CARER

#### I/We, the Parents

TITLE

GIVEN NAME/S

SURNAME

PARENT 1

PARENT 2

#### Residing at

HOUSE/UNIT/APT NUMBER & STREET NAME

SUBURB

POSTCODE

COUNTRY

PARENT 1

PARENT 2

#### Appoint

TITLE

GIVEN NAME/S

SURNAME

NAME

HOUSE/UNIT/APT NUMBER & STREET NAME

SUBURB

POSTCODE

COUNTRY

ADDRESS

PERSONAL EMAIL

MOBILE

BUSINESS PHONE

BUSINESS NAME

CONTACT

BUSINESS EMAIL

OCCUPATION

GIVEN NAME/S - STUDENT

SURNAME - STUDENT

#### In the role of carer for my/our daughter

Further, I give the named appointee the authority to act on my behalf concerning the welfare, discipline, and academic progress of my daughter who will be studying at Presbyterian Ladies' College.

I understand that our daughter's continued enrolment is dependent on the appointed Local Carer meeting regularly with staff as outlined in *Local Carer Expectations* on the reverse side of this form.

I agree to inform the School immediately if there is a change of Local Carer, and will submit full details of the new Local Carer.

I attach evidence that the above Local Carer has a valid Working With Childrens' Check and Police Clearance.

**\* Any change of Local Carer must be approved by the Registrar and the Director of Boarding, and a new local carer form completed.**

PARENT 1 SIGNATURE

DATE

PARENT 2 SIGNATURE

DATE

### APPOINTMENT OF LOCAL CARER

#### I, the Local Carer

TITLE

GIVEN NAME/S

SURNAME

#### Agree and accept the role of Local Carer, as detailed on the reverse side of this form, to:

GIVEN NAME/S - STUDENT

SURNAME - STUDENT

Whose parents have given me the authority to act on their behalf. Further, I agree to carry out the duties of local carer as stipulated on the reverse side of this form. I attach documentary evidence of a valid Police Clearance and Working with Children Check, if applicable, along with a recent passport-sized photo of myself.

LOCAL CARER SIGNATURE

DATE