



1. Purpose

The purpose of this policy is to:

- meet the School's legislative obligations, including Commonwealth, state and legal requirements relating to child welfare and protection; and
- give younger overseas students important age and culturally appropriate safety information, including what to do and who to contact in an emergency, and how to report any incident or allegation of sexual, physical or other abuse.

2. Scope

This policy is applicable to overseas students enrolled at Launceston Church Grammar School.

3. Relevant Legislation

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018: Standards 2 and 5

4. Policy Information

Overseas students can board at Launceston Grammar from Grade 7.

If an overseas student is under 18 years of age, the following visa condition applies:

- The student must maintain adequate arrangements for their accommodation, support and general welfare for the duration of their stay in Australia.

Regardless of age, the School requires all overseas students to maintain adequate arrangements for their accommodation and welfare by:

- Living at Launceston Grammar as a Boarding student. In this case, the School will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) to accompany the student's Confirmation of Enrolment (CoE). In this case:
 - Any changes to approved arrangements must also be approved by the School
 - If a student for whom Launceston Grammar has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs and the enrolment may be cancelled
- Living with a parent or legal guardian; a relative who has been nominated by the parent/guardian; or a custodian who is aged over 21 and is of good character.
 - The student lives with a person approved by the Department of Home Affairs:
 - The School does not provide a welfare letter (CAAW). The student's family provides proof of relationship to the Department of Home Affairs for the purposes of visa applications.



- If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student Guardian visa (subclass 590), all obligations and conditions of this visa must be met, including:
 - Not leaving Australia without the nominating student unless Launceston Grammar has first approved alternative welfare and accommodation
 - Arrangements for the student for the adult's period of absence
 - Advising the Department of Home Affairs of any changes of address, passport or other changes of circumstances
 - Immediately advising the School of any changes to address or contact details
 - Maintaining Overseas Health Cover for themselves and any dependent children living with them in Australia.

The accommodation arrangements of overseas students, regardless of age, must be approved by Launceston Grammar. These arrangements cannot be changed without the prior written approval of Launceston Grammar. Students must not travel to Australia until their welfare arrangements are due to commence.

Boarding Students Only

All overseas Student Visa holders residing in the Boarding House are expected to return home during Boarding House closure dates and as soon as practicable after their course has finished at the end of the school year and before the Boarding House closes. Boarding House 'closure dates' are published in the School Calendar and available from the Head of Boarding.

During the Boarding House 'closure dates' the accommodation options of overseas Student Visa holders, for whom the School has issued a CAAW are:

- Student returns home to parents
- Student may spend the holiday with relatives or a friend's family if approved by the School
- Student is placed in the School's holiday programme which may include overseas students from other Tasmanian schools
- Student may attend a supervised excursion, camp etc, if all requirements are met in order to obtain School approval

Additional Information

Private accommodation arrangements approved by Launceston Grammar must meet the requirements of Standard 2 and 5 of the National Code and within the parameters of the Boarding House 'LEAVE' system.

Overnight/Boarding House Leave

All overnight or Boarding House leave will require confirmation from parents/guardians at least two days in advance in writing. This includes overnight leave with parents, guardians or friends.



Please note:

- As a rule it is recommended that boarders do not have overnight leave during the week. This would not be the case if the boarder is in the care of their parent/guardian.
- All overnight leave, including that to parents, will need to be confirmed via the Boarding House 'LEAVE' system, at least two days in advance.
- A separate 'LEAVE' request will be required for each leave. If a child/ward is going to two different destinations on a weekend leave, other than in the parent's company, then separate requests will be required.
- It is most important that relevant travel arrangements, including the names of who is driving a car, are listed.

Weekend Leave

Weekend leave is generally available between the end of school on Friday, and 8.30am Monday. Students are not allowed to return to school on late buses that will not get students back to school by 8.30am. Students returning on Sunday must be back by 8.30pm.

Weekend leave to a venue is regarded as extraordinary leave. Due to the special nature of responsibility of a Boarding House for students' welfare, the Head of Boarding always considers such leave carefully. This leave includes day leave to a person other than those listed on the approved leave list. For this reason, requests for extraordinary leave must be made to the Head of Boarding in writing.

The following general principles are used to guide each individual decision, and no particular decision for a student necessarily implies that similar permission may be granted to any other student:

- The higher the year level, the more the autonomy would be allowed to the student to make decisions concerning leave.
- Information given by Parents/Guardians in the Boarding Form sent out at the beginning of the year will be considered in respect of applications for leave. The general policy is that when parents grant permission for leave to a particular host, the School would grant that leave.
- In the context of a co-education school, restrictions will apply in relation to applications for leave to stay with a person of the opposite sex. In such cases, written permission from both the student's parents and the host parents may be required, especially for students in Grades 7 – 10.
- Attendance at parties poses special difficulties in a Boarding House. Students will only be granted leave to attend a party directly from the Boarding House if their parents have given permission in writing.

Where a boarding student is invited to attend a party, he/she should show the written invitation to the Head of Boarding, who will then make contact with the Host Parent of the party and the boarder's parents. In most cases, the Head of Boarding will advise that if the parent wants the student to attend the party, then the student should seek leave to stay in the care of another family approved by the parent, and attend (and return from) the party to that host family.



Corner/Town Leave

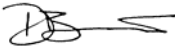
For leave to shops in Town or in Mowbray, younger boarders are required to be in groups of 2 or 3 (depending on age) or in the company of an older boarder or staff member.

In all cases, the Heading of Boarding, acting as loco parentis, has the authority to refuse or approve an overseas student's leave.

5. Record Keeping

This document will be kept for three (3) years until review, unless there is a significant legislative organisational change requiring earlier review.

A copy of this document will be located on myGrammar under Policies and Procedures and the master copy held in files by the Compliance Officer.

DOCUMENT CONTROL			
Author	Head of Enrolments	Approval Date	August 2023
Status	Approved	Last Review Date	May 2023
Version	2	Next Review Date	May 2026
Location: All School Policies can be found on the Policies and Procedures page on myGrammar			
Signature of Approver:			
Position of Signatory: Principal			