



Launceston Church Grammar School

Welfare and accommodation policy

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

Visa Condition No#	Subclasses	Description
8532	All (Except 576)	<p>If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. To maintain adequate arrangements for welfare you must stay in Australia:</p> <ul style="list-style-type: none">• as a boarding student at Launceston Church Grammar School or• with your parent or legal guardian; or• a relative who has been nominated by your parents; or• a custodian who is aged over 21 and is of good character. <p>Note:</p> <ul style="list-style-type: none">• You must not change those arrangements without the written approval of Launceston Church Grammar School.• You must not travel to Australia until your welfare arrangements are due to commence.

Launceston Church Grammar School provides information about approved accommodation options in the form of a welfare and accommodation policy with the School's written agreement and during the student's orientation upon arrival at the School. The policy is also located on the School's website.

Launceston Church Grammar School approves the following accommodation and care options for overseas students;

1. The student will live with a parent or relative approved by the Department of Immigration and Border Protection (DIBP).

In this case:

- a. The School does not provide a welfare letter (CAAW) via PRISMS. The student's family provides proof of relationship to the DIBP for the purposes of visa applications.
- b. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student Guardian visa (subclass 580), all obligations and conditions of this visa must be met, including:
 - i. Not leaving Australia without the nominating student unless Launceston Church Grammar School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence.
 - ii. Advising the DIBP of any changes of address, passport or other changes of circumstances.
 - iii. Immediately advising Launceston Church Grammar School of any changes to address or contact details.
 - iv. Maintaining Overseas Health Cover for themselves and any dependent children living with them in Australia.

2. The student will enrol as a boarding student at Launceston Church Grammar School and the School will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

In this case:

- a. Any accommodation, welfare and other support arrangements for the student must be approved by the School, including arrangements provided by third parties.
- b. Any changes to approved arrangements must also be approved by the School.
- c. If a student for whom Launceston Church Grammar School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and Border Protection (DIBP) to ensure visa implication are understood.

School approved accommodation options for full fee paying 571 visa subclass students includes:

- i. Launceston Church Grammar School's Boarding House
- ii. Home-stay hosts from the Launceston Church Grammar School Home-stay Register.
- iii. Private accommodation and care arrangements approved by the School which meet all the requirements of the School's policies and relevant state and commonwealth legislation.

During the Boarding House ‘closed dates’ – the accommodation options of full fee paying 571 visa subclass students under 18 years of age, for whom the School has issued a CAAW, are:

- Student returns home to parents.
- Student may spend the vacation with relatives or a friend’s family if all requirements are met in order to attain School approval.
- Student is placed with a Home-stay family arranged and approved by the School.
- Student may attend a supervised excursion, camp etc, if all requirements are met in order to attain School approval.

During the Boarding House ‘closed dates’ – the accommodation options of full fee paying 571 visa subclass students 18 years or older, for whom the School has issued a CAAW, are:

- Student returns home to parents.
- Student may spend the vacation with relatives or a friend’s family if all requirements are met in order to attain School approval.
- Student is placed with a Home-stay family arranged and approved by the School.
- Student may attend a supervised excursion, camp etc, if all requirements are met in order to attain School approval.
- Students may travel unaccompanied during vacation periods, provided details are given to the Headmaster for approval no less than four (4) weeks before travelling.

All full fee paying 571 visa subclass students residing in the Boarding House are expected to return home for the long summer vacation as soon as is practicable after their course has finished at the end of the school year and before the Boarding House closes.

Additional Information

Private accommodation arrangements approved by Launceston Church Grammar School meet the requirements of Standard 5 of the National Code and the parameters of ‘Overnight/House Leave’.

Overnight/House Leave

All overnight or house leave will require written confirmation from parents/guardians at least two days in advance. This includes overnight leave with parents.

Please note:

1. 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.
2. All overnight leave, including that to parents, will need to be confirmed in writing at least two days in advance.
3. Should a parent be in Launceston for whatever reason, and wish to take their child/ward out overnight, then they may submit the confirmation form in person at the time of collecting their child.
4. The leave confirmation form can be mailed, faxed, e-mailed or hand delivered to either the Head or Deputy-Head of Boarding. Parents will be able to send these forms in as far in advance as they wish. Should there be any last minute changes these will need to be confirmed.

5. A separate form will be required for each leave. If a child/ward is going to two different destinations on a week-end leave, other than in the parent's company, then two forms will be required.
6. It is most important that relevant travel arrangements, including the names of who is driving a car, are listed. This speeds up the process as well as avoiding extra telephone calls.

Weekend leave is generally available between the end of school on Friday, and 8.30 am 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 other than home is regarded as extraordinary leave. Because of 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 or the Deputy-Head of Boarding. 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:

1. The higher the year level, the more the autonomy would be allowed to the student to make decisions concerning leave.
2. Information given by parents in the Permission Sheets 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.
3. 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.
4. As a general rule overnight leave during the School week to hosts other than parents should be avoided.
5. Attendance at parties poses special difficulties in a Boarding House. Students will only be granted leave to attend a party directly from the House if their parents have given permission in writing.

Where a boarder 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.

With all party invitations, parents are strongly advised:

- a) to contact the party hosts personally to enquire about supervision, the serving/provision of alcohol and the like, and
- b) not to agree to requests for students to sleep overnight at the party residence.

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 these cases, proficiency in English will be taken into account before leave is approved.

Launceston Church Grammar School's Home-stay Programme

Launceston Church Grammar School manages a Register of Home-stay hosts who provide accommodation for the School's full fee paying 571 visa subclass students, who do not return home to their parents or have approved private accommodation arrangements, when the Boarding House is closed during Easter, Term Holidays and Australian Public Holidays.

1a. Selecting hosts for the Home-stay Register (until 1 October 2015)

- Applicants are required to consent to a check and release for a National Police Check. This process is facilitated by Launceston Church Grammar School. The results of these checks are reviewed and considered by the Headmaster and the Human Resources Manager. Consent to a check and release a National Police check, for each adult in the house-hold, is required every three years.
- References for an applicant will be considered by the Headmaster and / or the Head of Boarding in a situation where the time to undertake a check and release for a National Police Check is insufficient to host on the next available opportunity.
- Site inspections of an applicant's home may be undertaken when the applicant is not part of the existing Grammar community; being a current parent, past student or benefactor to the School.

1b. Selecting hosts for the Home-stay Register (after 1 October 2015)

- All individuals aged 16 years old (or over), in a household which is accommodating a full fee paying 571 visa subclass student, will be required to register for the 'Working with Vulnerable People' (WWVP) check.
- Site inspections of an applicant's home may be undertaken when the applicant is not part of the existing Grammar community; being a current parent, past student or benefactor to the School.

Please note:

*Launceston Church Grammar School will encourage new applicants to begin their journey as a Home-stay host with the WWVP check, rather than with the National Police Check, from this time forward.

*Launceston Church Grammar School recognises that WWVP checks are mandatory for Home-stay hosts from 1 April 2016.

2. Confirming ongoing suitability for the Home-stay Register

- WWVP Registration will be required to be renewed every 3 years.
- Students provide feedback to the International Student Co-ordinator and Boarding House staff on a regular basis regarding the suitability of the accommodation and welfare provided by each host.

3. Orientation for Home-stay hosts

Each year, and for each new applicant, a package of information is prepared for the Home-stay hosts on the Home-stay Register. It includes a covering letter from the Registrar with the following inclusions:

- i. <Current Year> Home-stay information sheet
- ii. <Current Year> Home-stay Application form (for completion and return)
- iii. <Current Year> Home-stay Programme dates
- iv. <Current Year> Home-stay Medical Policy
- v. <Current Year> School Calendar

With each hosting opportunity, Home-stay hosts receive a confirmation letter for the specific visit which includes:

- The students name and profile.
- The dates over which the student(s) will be hosted.
- Details of any medical conditions applicable to each student(s).
- The mobile contact numbers for at least two (2) Launceston Church Grammar School Senior Staff members.
- Confirmation of the specific collection and return details for the student(s) from, and back to, the Boarding House.
- A total of the Home-stay allowance due to the host for their participation over the specified period.
- An invitation for the host to share feedback about the Home-stay Programme.

4. Home-stay Programme orientation for international students

- Homestay guidelines for International Students are detailed in the International Student Handbook
- The International Student Co-ordinator and Boarding House staff discuss Home-stay expectations with full fee paying 571 visa subclass students on an ongoing basis.