



Younger Overseas Students – Students Living Arrangements and Welfare Policy and Procedure

Relevant Legislation	National ESOS Code: Standard 5
Commencement Date	June 2015
Next Review Date	October 2017

1. Purpose

The purpose of this policy is to address the requirements of Standard 5 of the ESOS National Code which aims to ensure that appropriate, and approved, living and welfare arrangements have been made for international students enrolling from Kindergarten to Year 6.

2. Scope

This policy is applicable to international students enrolled at The Hutchins School.

3. Objectives

The objective of this policy is to ensure that appropriate and approved accommodation and welfare arrangements have been made for overseas students referred to in Standard 5 of the National ESOS Code.

4. Definitions

Nil

5. Policy Information

The Hutchins School Enrolment Policy requires that all international students in Kindergarten to Year 6 who require a visa should have one of their parents residing in Hobart. Boarding students are not permitted until Year 7 (an exception for Year 6 level students may be where an older brother is also residing within Burbury House – the School’s boarding residence. Entry of a Year 6 boarder needs to be approved by the Deputy Headmaster and the Director of Boarding).

International students in Years 7 to 12 who require a visa and do not have a parent residing in Hobart will live in Burbury House to ensure the safety, pastoral and academic care of each student is provided.

The exceptions are when legally binding arrangements exist, the School **may** agree to allow an alternative arrangement whereby the student resides with a direct family member over the age of 21 years. This needs to be approved by the Deputy Headmaster.

Students in Burbury House are accommodated in twin-share style rooms. Single rooms are allocated to boys in the senior years (Year 12) and where space permits to Year 11 students. Please refer to the boarding handbook

©

Created by: A. Weatherbun
 Document Title: Younger Overseas Students – Living Arrangements and Welfare Policy
 Document Version: 1
 Online Location:

Date of First Issue: April 2015
 Last Review Date: 22 June 2015
 Next Review Date: October 2017

provided.

The School's catering service provides a familiar diet for boys from other countries whilst also catering for specific dietary requirements.

All staff at The Hutchins School are required under Tasmanian law and or by The Hutchins School to ensure they meet the criteria required to work with children and to meet the requirements of the Department of Justice, Tasmania – see http://www.justice.tas.gov.au/working_with_children.

The focus of a student's education at The Hutchins School is directed towards his membership of a Christian learning community providing a balanced and holistic education in a safe, supportive and encouraging environment.

This focus along with the School's duty of care could be compromised if international boarders were permitted to spend significant time off campus involved in activities other than those for which they have enrolled.

It is therefore recommended that an international student does not engage in parttime or casual employment whilst they are enrolled at The Hutchins School unless specific approval has been provided by Deputy Headmaster and in agreement with Director of Boarding.

This recommendation is in place to ensure that the student's welfare is not compromised by outside pressures – and that the student is able to focus his energies on his academic studies and co-curricular school based commitments. A student's academic progress is a condition of maintaining their student visa.

School Holiday Arrangements and Homestay:

In vacation periods when the boarding house is closed, boarders are required to return to their parents, reside with a direct family member(s) over the age of 21 years, or apply for homestay. It should be noted that the boarding house remains open at the end of Term 1 and Term 3 holiday periods to continue to provide a safe and supervised environment. Students from two co-operative girl schools are accommodated in Burbury House during this period in segregated and fully supervised areas.

Additional fees apply.

The Hutchins School draws on its Hutchins' community of families to provide pre-qualified homestay accommodation, where necessary, for students from Year 7 and above if, under extenuating circumstances during school holidays is required. The Hutchins School undertakes as part of its homestay procedures that pre-checks and audits of a home stay family's suitability to ensure The Hutchins School meets duty of care and legislative requirements for a student under 18 years of age.

The Hutchins School's Director of Boarding and enrolments office works closely with homestay families to ensure a safe environment and acknowledges and retains full responsibility for approving the accommodation, support and welfare for our students. The Hutchins School will monitor student/parent/guardian satisfaction with homestay arrangements by a questionnaire completed by students and host families. Any concerns will be immediately addressed with the home stay family. The Hutchins School is responsible for the duty of care and legislative requirements for a student under 18 years of age and for whom the School is holding welfare provision under student visa conditions.

©

Created by: A. Weatherbun
Document Title: Younger Overseas Students – Living Arrangements and Welfare Policy
Document Version: 1
Online Location:

Date of First Issue: April 2015
Last Review Date: 22 June 2015
Next Review Date: October 2017

A 24 hour mobile phone access to a senior Hutchins staff member is provided to parents and families whilst the student is placed in homestay over the holidays. Any unexpected changes during the homestay placement is managed and approved by The Hutchins School senior staff in the first instance and followed up by the Deputy Headmaster and enrolments office thereafter.

The Hutchins School is committed to reviewing its home stay procedures each year to best serve the boys and families.

Procedures:

Students requiring homestay placements for school holiday periods will need to advise the Director of Boarding and have this requirement considered by the Director of Boarding and Deputy Headmaster prior to any homestay being approved. The Hutchins School's preference is for boys to remain within the care of Burbury House (Term 1 and Term 3 holiday periods) or to return home (if not residing in boarding residence).

The Hutchins School will require background information from the boy, family and home stay family – to suitably match the student with an appropriate homestay. The Hutchins School has a form to be completed for this purpose.

Procedures are outlined below:

1. Enquiry with Director of Boarding
2. Director of Boarding to assess, counsel alternative options and to discuss if necessary with the Deputy Headmaster.
3. If approved, enrolments office to assist with homestay procedure and form completion for suitability matching of a homestay for the boy and vice-versa.
4. Enrolments office – in liaison with Director of Boarding - confirms homestay arrangement and provides Homestay Family Profile and Student's Information to both parties (i.e. student and student's family and home stay family).
5. Checks of completion of 'working with children' requirement has been completed and approved as per Department of Justice, Tasmania requirements have been conducted and finalised.
6. Director of Boarding or enrolments office communicates with homestay family in regard to pick up time and location (from boarding house residence) and dates for return to boarding house for re-commencement of school and provided with all contact details for after-hours emergency or crisis purposes.
7. If a student or homestay family needs to contact the School during their stay they contact the nominated 'on call' staff member of The Hutchins School as noted on the student's and the homestay's paperwork provided for the period of the homestay provision. Where required, this nominated staff member will contact the senior staff member of The Hutchins School (24 hours on call) for crisis situations.
8. Student and families to submit a completed questionnaire at conclusion of homestay.
 - a. The Hutchins School enrolments office and Director of Boarding to assess, record and action if required. Note that this questionnaire is prepared by Director of Boarding and enrolments office and may vary from term to term – to meet the requirements of the student and the period of the home stay provision and is not a standard questionnaire.
9. Deputy Headmaster to be advised of any issues of the homestay provision.

©

6. Supporting Procedures/Guidelines

Nil

7. Related Documents/Systems

Nil

8. Record Keeping

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

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

9. Policy Owner

Headmaster

10. Policy Review Details

©

Created by: A. Weatherbun
Document Title: Younger Overseas Students – Living Arrangements and Welfare Policy
Document Version: 1
Online Location:

Date of First Issue: April 2015
Last Review Date: 22 June 2015
Next Review Date: October 2017