



Full Fee Paying Overseas Students: Accommodation and Welfare Policy

Cranbrook is committed to the care and wellbeing of all students.

It is a condition of the Student Visa (condition 8532) that students under 18 years of age must maintain adequate welfare and accommodation arrangements while studying in Australia.

It is also a condition of enrolment at Cranbrook that full fee paying overseas students over 18 years of age also maintain accommodation arrangements approved by the School.

Accommodation Options

Students enrolled on a Student Visa in Kindergarten to Year 6 must live in Sydney with at least one parent.

Students enrolled on a Student Visa in Year 7 to Year 12 may live in Sydney with at least one parent.

All students enrolled on a Student Visa in Years 7 to 12 not living with a parent must live in one of the School's Boarding Houses.

Cranbrook does not enrol students wishing to live in homestay accommodation, or with relatives other than a parent.

Any change to accommodation arrangements must be agreed in advance by the School.

Living with Parents

Where an overseas student is living in Sydney with at least one parent, that parent or parents take responsibility for the accommodation and welfare arrangements of the student.

In this case the School does not provide a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) letter for the students.

The School monitors the living arrangements of full fee paying overseas students who live in Sydney with at least one parent as follows:

- Details must be provided and approved by the School at least 14 days prior to the parent(s) being absent from Sydney while the student is studying at the School, so that the School is aware of how the student is being cared for in the absence of his parents; and
- Details of arrangements for how the student will spend his holiday periods must be provided to the School in advance, in accordance with the section headed Holiday Periods below; and
- If any concerns are raised regarding the accommodation or welfare of the student, through day to day monitoring of the student or through any other credible source, the Housemaster (Senior School) or Class Teacher (Junior School) will investigate the student's accommodation and welfare arrangements to ensure that these are suitable. This may include an interview with the student, interview with the parent(s) and/or a home visit, and may also involve the Director of Students (Senior School) or Deputy Head - Student Wellbeing P-6 (Junior School). Any intervention identified as necessary or desirable by this investigation will be implemented.

Boarding

If a full fee paying overseas student enrolled at the School in Years 7 to 12 is not living in Sydney with at least one parent, they are required to live in one of the School's two Boarding Houses.

In this case, the School is responsible for the accommodation and welfare arrangements for the duration of the student's enrolment at the School.

For students who reside in the Boarding Houses, the School will issue for the student a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) upon enrolment, which will be required for the application for a Student Visa.

Welfare responsibilities for the student will commence from the date shown on the CAAW issued to the parents. The student must not arrive in Australia before the date on the CAAW unless the School has been advised at least seven days before arrival and has approved in writing an earlier arrival.

Evidence of the student's arrival date must be provided to the School if requested, for example, a copy of an airline ticket.

The Boarding Housemaster coordinates all boarding student term departures and arrivals, in conjunction with parents and nominated guardians.

The CAAW also nominates the date on which the School will cease responsibility for the student's accommodation and welfare arrangements. This date will be at least seven days subsequent to the completion of the student's enrolment.

Holiday Periods

Parents must inform the student's Housemaster (Senior School) or Class Teacher (Junior School) of accommodation arrangements for the student during non-term time.

If students are not returning to their parents or nominated guardians for term or other holidays, the parents must make this notification at least one week before the student's departure so that all necessary documentation can be completed. Written permission of the parents for all hosts other than the parent or nominated guardian must be provided. Unless the host is the parent of another Cranbrook student or a family member or close family friend of the student, a valid Working With Children Check clearance (or local equivalent) must be held by the host and details provided to the School.

Nominated Guardians

The School requires full fee paying overseas students who are boarding at Cranbrook to have an approved nominated guardian. A nominated guardian is also required if the student lives in Sydney with at least one parent however neither parent is proficient in English.

A suitable relative or family friend is able to be the student's nominated guardian.

The School must approve the appointment of the proposed nominated guardian. Parents and nominated guardians are required to complete the *Guardianship Form*.

To be approved the nominated guardian must:

- live in Sydney;
- be at least 25 years of age;
- have proficiency in spoken and written English; and
- attend interviews and meetings at the School on behalf of the parents should any concerns arise during the student's enrolment at the School.

The nominated guardian must also hold a valid Working With Children Check clearance and provide the details of this clearance to the School.

The nominated guardian must be approved and appointed prior to the student commencing at Cranbrook.

Any change to the nominated guardian at any time requires approval by the School.

Any change to the contact details for the nominated guardian must be provided to the School immediately.

Welfare and Support

An orientation program is conducted for all new students at Cranbrook. For students commencing at the start of intake years there is a general program in the prior year. For students commencing in non-intake years, or other than at the start of a year, individual orientation programs are conducted.

An additional age appropriate and culturally sensitive orientation program is implemented for full fee paying overseas students. This is conducted by the International Student Liaison Resident (for students in the Boarding Houses), by the Class Teacher (for Junior School students) and the Housemaster (for Senior School students who are not boarding). This includes regular individual interviews to assess and monitor the student in the initial period of commencing the School. These records are retained on the student's file.

All students participate in the relevant Junior School or Senior School pastoral care program at Cranbrook and their welfare is also monitored in accordance with this program. All boarding students also participate in the Boarder's Wellness Project.

Regular email contact is maintained by the Boarding Housemaster with parents of full fee paying overseas students in the Boarding House.

Where the Housemaster/Class Teacher has any concerns about the welfare of a student, or has been advised of any such concerns by another member of staff or other credible source, the Housemaster/Class Teacher will contact the student's parents in a timely manner. If the parents cannot be contacted, or are not proficient in English, the student's nominated guardian will be contacted.

As well as support provided by all teaching staff, support services also are provided through the School Counsellors, the Health Centre and Learning Support staff. These services are provided at no cost.

Official Points of Contact for Full Fee Paying Overseas Students

The official points of contact for full fee paying overseas students are:

- Prior to commencement, the Director of Admissions and External Relations;
- Subsequent to commencement:
 - For Junior School students, the Deputy Head– Student Wellbeing P-6
 - For Senior School students who are boarders, the International Student Liaison Resident, Boarding Housemaster and the Director of Boarding
 - For other Senior School students, their Housemaster.

Notification of Change to Accommodation Arrangements

The Director of Admissions and External Relations informs the Department of Home Affairs in the event that a student under 18 changes his living arrangements or Cranbrook School no longer approves the arrangements for the student through PRISMS.

Monitoring, Assessing and Approving Accommodation and Welfare Arrangements

For students residing in one of Cranbrook's Boarding Houses, the monitoring, assessing and approval of accommodation and welfare arrangements are those applied to the Boarding Houses and School generally, including addressing child protection and local council requirements.

Monitoring and assessing accommodation and welfare arrangements for students living with at least one parent in Sydney are outlined in the section Living with Parents above.