

BOARDING

NOMINATION OF A GUARDIAN



METHODIST LADIES' COLLEGE

Attach photo of guardian here

Your daughter's guardian must be an adult relative or family friend over the age of 21 who is proficient in English and who lives in Perth. It is imperative you seek the prior approval of your nominated guardian. You are both required to sign this document to ensure you have read and understood the attached guardianship information. Please click on the following links as all guardians **must** provide a [NATIONAL POLICE CHECK \(NPC\)](#) and [WORKING WITH CHILDREN CHECK \(WWC\)](#). Your daughter's guardian is required to provide a recent passport size photograph.

Parents and guardian to complete and sign and date the form below:

STUDENTS FULL NAME _____

CURRENT YEAR LEVEL _____ YEAR OF ENTRY _____

GUARDIAN DETAILS

GUARDIAN'S SURNAME: _____

GIVEN NAMES: _____

HOME ADDRESS: _____

_____ POSTCODE: _____

BUSINESS ADDRESS: _____ POSTCODE: _____

TELEPHONE: HOME: _____ BUSINESS: _____ FAX: _____

RELATIONSHIP TO STUDENT: _____ MOBILE: _____

GUARDIAN'S EMAIL: _____

We agree for the guardian to receive correspondence from MLC including school reports Yes No

We understand if the guardian has to leave Perth for unforeseen circumstances, we will inform MLC of the dates of their absence and advise the name and contact details of the alternate guardian for the said period.

We have read and agree to the conditions and requirements outlined in the attached information sheet.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Guardian's Signature _____ Date _____

This form must be completed and returned to Methodist Ladies' College

356 Stirling Hwy, Claremont, Western Australia 6010

Telephone (08) 9383 0269

Facsimile (08) 9385 1509

Email admissions@mlc.wa.edu.au

CRICOS 00441G

Website www.mlc.wa.edu.au

GUARDIANSHIP ARRANGEMENTS

If you live outside Western Australia, either permanently or temporarily, you are required to appoint a responsible adult to act as a guardian for your daughter. Guardians perform a vital role in that they act for you *in loco parentis* when your daughter is not under the direct control of the College. The selection of a guardian is a parental responsibility and is a condition of your daughter's enrolment at the College.

CHOOSING A GUARDIAN

The College requires that all guardians are over 21 years of age and reside in Perth.

They must be easily contactable and prepared to make travel arrangements for your daughter as necessary. If required they must look after your daughter (their ward) during holiday periods and long weekends. All guardians and household members over 18 must have completed a Working with Children Check.

STUDENT HEALTH AND WELL-BEING

Should your daughter be unable to remain in the Boarding House due to illness or infection she will need to stay with her guardian. It is therefore extremely important that the guardian informs the College if he/she will be leaving Perth for any reason. For any absences from Perth it is the guardian's responsibility to notify us of an alternate guardian for the period of the absence.

MID-TERM BREAKS AND SCHOOL HOLIDAYS

The Boarding House closes during mid-term breaks and school holidays, therefore your daughter will need to stay with her guardian at these times if she is not returning home. Otherwise, Homestay accommodation will have to be arranged and this can be organised through AHN or with her nominated Guardian. Please use this link for AHN <http://www.hoestaynetwork.org/> The College does not organise this service.

GUARDIANSHIP EXPECTATIONS

A person who is requested to act as a guardian has a great responsibility. Your daughter's guardian will:

- Take responsibility for your daughter's welfare.
- Ensure that your daughter is making satisfactory progress in her studies.
- Attend parent teacher interviews.
- Act as a contact point for the Boarding House at all times.
- Provide your daughter with guidance and help in subject selections, school commitments and everyday matters.
- Arrange for the student's leisure activities and travel/accommodation during mid-terms and term holidays (as required). This includes arranging suitable transport to and from the airport as necessary.
- Ensure in the event of illness that your daughter receives appropriate medical attention and care. When necessary, guardians will be required to take the student home for her period of recovery.
- Act as the student's representative in relation to visa, immigration and legal matters in Perth.
- In the event of a significant disciplinary issue it may be necessary for the guardian to accommodate your daughter should she be excluded from either the College, the Boarding House, or both.
- Inform the School immediately of any changes in his or her contact details.

COLLEGE MONITORING OF GUARDIANS

The College must be satisfied at times that appropriate welfare arrangements are in place for the students.

If you have any questions or concerns regarding these expectations you can contact Elaine Riley, Director of Boarding at eriley@mlc.wa.edu.au or the Admissions Office at Admissions@mlc.wa.edu.au.