



NOMINATION OF A GUARDIAN

PRIMARY & SECONDARY

Parents who live outside the Perth metropolitan, Western Australia, either permanently or temporarily, are required to appoint at least two responsible adults to act as guardians for their daughter. Because of the requirements that may be imposed on a guardian, MLC requires a secondary guardian to take the place of the primary guardian in case of the primary guardian's unavailability when required. Guardians perform a vital role in that they act for parents *in loco parentis* when the parents are not available and their 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.**

GUARDIAN REQUIREMENTS:

Both your daughter's guardians must be:

- an adult relative or family friend over the age of 21;
- living in the Perth metropolitan;
- residing at different addresses;
- Australian Permanent Residents or hold relevant valid visas;
- having English speaking capabilities;
- willing to accept the responsibilities of guardianship.

It is imperative you seek prior approval of your nominated guardians. Both parents and guardians are required to sign this document to ensure the included guardianship information has been read, understood and agreed to. Guardians who are not blood relatives and their household members over the age of 18, must provide a [NATIONAL POLICE CHECK \(NPC\)](#) and [WORKING WITH CHILDREN CHECK \(WWC\)](#).

This form must be fully completed and signed by parents and guardians before being returned to Admissions at admissions@mlc.wa.edu.au prior to your daughter's commencement at MLC.

STUDENT'S FULL NAME _____

CURRENT YEAR LEVEL _____

YEAR OF ENTRY _____

PRIMARY GUARDIAN DETAILS

PRIMARY GUARDIAN PHOTO	Full Name:			
	Guardian Date of Birth:		Blood relative of student (Yes/No)	
	Home Address:			
	Suburb:		Post Code:	
	Business Address:			
	Suburb:		Post Code:	
	Business Phone:		Mobile:	
	Guardian Email:			
	Relationship to Student:			

SECONDARY GUARDIAN DETAILS

SECONDARY GUARDIAN PHOTO	Full Name:			
	Guardian Date of Birth:		Blood relative of student (Yes/No)	
	Home Address:			
	Suburb:		Post Code:	
	Business Address:			
	Suburb:		Post Code:	
	Business Phone:		Mobile:	
	Guardian Email:			
	Relationship to Student:			

GUARDIANSHIP RESPONSIBILITIES

STUDENT HEALTH AND WELL BEING: Should the relevant student be unable to remain in the Boarding House due to including wellbeing issues, illness, infection, COVID-19 restrictions, etc., she will need to stay with her guardian, unless parents have made alternative arrangements. It is therefore extremely important that the College is informed if a guardian will be leaving Perth for any reason. **For any absences from Perth it is the parent's responsibility to notify the College of an appropriate alternate guardian for the period of the absence and meet the Guardian Requirements by providing a [NATIONAL POLICE CHECK \(NPC\)](#) and [WORKING WITH CHILDREN CHECK \(WWC\)](#) as required.**

MID-TERM BREAKS and SCHOOL HOLIDAYS: The MLC Boarding House closes during mid-term breaks and school holidays, therefore, unless the student returns home, she will need to stay with her guardian during these times. Alternatively, parents need to arrange Homestay accommodation for their daughter.

GENERAL GUARDIAN RESPONSIBILITIES: A person who is appointed to act as a guardian has a great responsibility.

A student's guardian must:

- Take responsibility for the student's welfare as required.
- Collect and accommodate the student as and when required, including during illness, COVID-19 restrictions and lock-downs, mid-term breaks and school holidays if parents are unable to do so, unless alternative arrangements have been made.
- Ensure that the student receives appropriate medical attention and care in the event of illness. When necessary, guardians will be required to take the student home for her period of recovery.
- Arrange for the student's leisure activities, travel and accommodation during mid-term breaks and school holidays as required. This includes arranging suitable transport to and from the airport as required.
- Act as a point of contact for the College and MLC Boarding House when required.
- Accommodate the student when required, should she be excluded from either the College, the MLC Boarding House, or both in the event of a significant disciplinary issue.
- Act as the student's representative in relation to visa, immigration and legal matters in Perth if relevant.
- Ensure the student is making satisfactory progress in her studies and attend parent teacher interviews where relevant.
- Provide the student with guidance and help in course selections, school commitments and everyday matters where relevant.
- Inform the College immediately of any changes in his or her contact details.

If specifically appointed by the parents, the primary guardian will receive regular College correspondence related to the student, access to a My MLC Portal account, which includes access to academic information, school reports, family contact lists, etc. It also includes access to REACH Boarding to approve leave requests and the student's My Student Account for café card recharges.

GUARDIAN CONTRACT

I have read and understood the Guardian Requirements and Guardian Responsibilities as outlined in this document.

I confirm and agree:

- I qualify to be appointed as a guardian as per the Guardian Requirements outlined in this document.
- To act as guardian for the relevant student (my ward) as indicated on this form and as appointed by her parents.
- To fulfill all the Guardian Responsibilities if, when and how required.
- To be easily contactable, receive correspondence from MLC regarding the relevant student and respond to the College in a timely manner.
- To notify the College and student's parents if I am unavailable or out of town for any periods of time.
- For MLC to share my contact details with hosts or Homestay accommodation providers when the student is not staying with me, in the MLC Boarding House or returns home.

Primary Guardian's Signature _____

Date _____

Secondary Guardian's Signature _____

Date _____

PARENT CONTRACT

I/we agree and confirm:

- I/we have read and understood the Guardian Requirements and Guardian Responsibilities as outlined in this document.
- Both my daughter's guardians fulfill the Guardian Requirements outlined in this document and qualify to be appointed as guardians.
- It is my/our responsibility to ensure MLC Admissions receives all relevant documentation for both my daughter's guardians prior to my/our daughter's commencement at MLC. The relevant documentation includes a [NATIONAL POLICE CHECK \(NPC\)](#) and [WORKING WITH CHILDREN CHECK \(WWC\)](#) for guardians who are not blood relatives of my/our daughter, including for each of their household members over the age of 18.
- When my/our daughter is not returning home or staying with their guardians during periods of including illness, COVID-19

restrictions and lock-downs, mid-term breaks, school holidays, etc., it is my/our responsibility to arrange Homestay accommodation for our daughter.

- If either of my/our daughter's guardians leave Perth for a period of time, we will inform MLC Admissions of the dates of their absence and confirm that the other guardian is also aware of the absence.
- In the event that both guardians leave Perth for a period of time, I/we will appoint a temporary guardian for the said period and send the name and contact details, including relevant documentation ([NATIONAL POLICE CHECK \(NPC\)](#) and [WORKING WITH CHILDREN CHECK \(WWC\)](#) where required, to MLC Admissions prior to their departure.
- The temporary guardian fulfills the Guardian Requirements as outlined in this document and qualifies to be appointed as a guardian.

Where relevant, the primary guardian must receive correspondence from MLC related to the student, as well as access to a My MLC Portal account (for access to academic information, school reports, family contact lists, etc), REACH Boarding (to approve leave requests) and My Student Account for café card recharges.

I/we hereby:

Agree for the primary guardian to receive regular correspondence from MLC related to our daughter, and have access to relevant online resources, including a My MLC Portal account (for access to academic information, school reports, family contact lists, etc), REACH Boarding (to approve leave requests) and My Student Account for café card recharges.

Confirm I/we **do not** wish for the primary guardian to receive regular correspondence from MLC or have access to online resources relating to our daughter.

Parent 1 Signature _____

Date _____

Parent 2 Signature _____

Date _____

COLLEGE MONITORING OF GUARDIANS:

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

If you have any questions or concerns regarding these expectations you can contact MLC Admissions at admissions@mlc.wa.edu.au or Deb Barraclough, Director of Boarding at dbarraclough@mlc.wa.edu.au.