Mentone Girls’ Grammar School

CRICOS Registered Provider 00324B
CRICOS Course No: 011309K
Principal: Mrs Fran Reddan

Overseas Student Welfare Supervisor Information
**WELFARE SUPERVISION RESPONSIBILITIES**

Only a parent or person who has legal custody of the student can nominate a Welfare Supervisor for that student. If the parent is not in a position to nominate a Welfare Supervisor, then the School requires the parent to use EduCARE Services Australia to provide welfare supervision of the student.

**ELIGIBILITY**

The person accepting the role of Welfare Supervisor is required to:

- Be over 25 years of age and reside in Melbourne whilst the student is enrolled at Mentone Girls' Grammar School.
- Provide documentary evidence from the parent of the student of his/her welfare supervision by completing the Appointment of Welfare Supervisor form (attached).
- Be of good character and have permission to reside in Australia.
- Provide a statement to the School of his/her acceptance as welfare supervisor to the student by completing the Acceptance of Welfare Supervision Form (attached).
- Provide a Working with Children Check. A copy of the application receipt must accompany the completed Acceptance Form.
- Be fluent in English or willing to provide an interpreter when required.

**GENERAL RESPONSIBILITIES**

- Regular contact with both the student and her parents.
- Notify the School of student absences.
- Acting on the parent's behalf in dealings with the School.
- Being readily available to discuss matters of concern.
- Attend School functions and events that concern the student, such as information briefings and parent/teacher interviews.
- Approve overnight stay and holiday arrangements and liaise with the International Student Co-ordinator.
- Be readily available to support the student with matters such as medical emergencies and travel and accommodation arrangements during vacation.
- Show an interest in and monitor the academic progress of the student.
- Inform the School of an appropriate Welfare Supervisor proxy when the Welfare Supervisor is unavailable for any reason. For any period over four weeks, a new Welfare Supervisor must be appointed.
- A student’s place at the School is dependent on compliance with these terms and conditions.
## APPOINTMENT OF WELFARE SUPERVISOR

I/We ___________________________ /  
(Please print names)  (Mother)  (Father)

Of  
Address of Parent/s (Please print)

<table>
<thead>
<tr>
<th>Suburb/Town</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
</table>

do hereby appoint

Mr/Mrs/Ms/Dr/Rev  
Name of Welfare Supervisor  (Given name)  (Family name)

Of  
Address of Welfare Supervisor (Please print)

<table>
<thead>
<tr>
<th>Suburb/Town</th>
<th>Postcode</th>
<th>Country</th>
</tr>
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</table>

Telephone (Home)  (Work)  (Mobile)  (Email)

in the role of Welfare Supervisor for my daughter:

Student’s Name (Please print)

I/We give the named appointee the authority to act on my/our behalf concerning the welfare, discipline, and academic progress of my/our daughter who will be studying at Mentone Girls’ Grammar School.

I/We understand that my/our daughter’s continued enrolment is dependent on the appointed Welfare Supervisor meeting regularly with staff as outlined in the Welfare Supervision Responsibilities and I/we have discussed the Welfare Supervision Responsibilities with the appointed Welfare Supervisor.

I/We agree to inform the School immediately if there is a change of welfare supervision, and will submit full details of the new Welfare Supervisor. I/We also agree to appoint a new Welfare Supervisor if my/our daughter’s current Welfare Supervisor leaves Melbourne for more than four weeks.

Any change of welfare supervision must be made by completing new Appointment of Welfare Supervisor and Acceptance of Welfare Supervision forms and then be approved by the Head of Senior School and the International Student Co-ordinator.

Signed: _____________________________________ Dated: ___ /____/____  
Signature of Father

Signed: _____________________________________ Dated: ___ /____/____  
Signature of Mother
ACCEPTANCE OF WELFARE SUPERVISION

I/We

Name of Welfare Supervisor (Title) (Given name) (Family name)
(Please print) (Please print) (Please print)

Of

Address of Welfare Supervisor (Please print)

_________________________________________________

Suburb/Town Postcode Country

agree and accept the role of welfare supervision, as detailed Welfare Supervision Responsibilities outlined above

for

Student’s Name (Please print)

Relationship to student

whose parents have given me the authority to act on their behalf.

I agree to carry out the duties of welfare supervision as outlined in the Welfare Supervision Responsibilities and attach a copy of my Working with Children Check as stipulated in the terms and conditions. I also agree to nominate a ‘proxy’ Welfare Supervisor if I need to leave Melbourne for up to four weeks and organise a new Welfare Supervisor if I am absent from Melbourne for more than four weeks.

Signed: ______________________________ Dated: ___ / ___ / ____

Signature of Welfare Supervisor

Any change of welfare supervision must be made by completing a new Appointment of Welfare Supervisor and Acceptance of Welfare Supervision forms and then be approved by the International Student Co-ordinator.

Official Use Only

WWCC application number: __________________________ Date of application: __________________________

Approved/Not Approved by: ____________________________________________

International Student Co-ordinator Dated