



STUDENT ACCOMMODATION POLICY

1. Purpose

This Policy exists to provide guidelines to the School's provision of accommodation for St Catherine's students and to ensure compliance with regulations mandated by Government authorities and to meet the School's obligations with regard to Duty of Care. While this policy has pertinence to a variety of situations involving student accommodation arrangements, its primary purpose is to cover Boarding House and Homestay arrangements.

2. Scope

This Policy applies all to student accommodation arrangements at St Catherine's School with particular emphasis on Full-Fee Paying Overseas Students (FFPOS) and situations where the School is involved in the provision of accommodation in the Boarding House or where students have been granted permission to live in a Homestay arrangement.

3. Definitions

Primary Contact: This person will act on behalf of the student during their time at the school. They should be a mature adult, based in Melbourne and English speaking. While the Primary Contact is not legally responsible for the student, they will act as necessary in such matters as discipline, attendance, academic progress, accommodation and act as a contact between the School and parents should assistance with translation be required.

Boarding House: Illawarra, the provision of accommodation for boarding students during term. The Boarding House provides Full Board Accommodation and also takes on responsibly regarding Duty of Care and activities

Homestay: The provision of accommodation for an overseas student through an individual or organization.

CareMonkey - a parent controlled electronic medical profile and consent form to manage emergency and medical contacts, medical checklists, action plans and health insurance details. Parents will receive an invitation by email prior to commencement to create a medical profile and consent details in *CareMonkey*.

PRISMS: Provider Registration and International Student Management System

DHA: Department of Home Affairs



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4. Policy Statement

- 4.1 All student accommodation arrangements will meet the School's obligations in terms of Duty of Care and other regulations required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- 4.2 While St Catherine's School is responsible for the welfare and accommodation arrangements of students studying at the School, all students residing in the Boarding House/Homestay are required to nominate a Primary Contact in the Enrolment Contract.
- 4.3 Prior to commencement, parents of students residing in the Boarding House/Homestay must create a CareMonkey profile and complete the medical and consent details. Student cannot commence at the School, or reside at the Boarding House until this profile is completed.
- 4.4 Students under 13 year of age are not able to be accommodated in the School's Boarding House or in Homestay.
- 4.5 The School reserves the right to interview prospective Boarding House students to assess the appropriateness of their situation to Boarding House accommodation.
- 4.6 Should a student's situation change, which results in their accommodation arrangements in the Boarding House being of concern, or no longer tenable, the School reserves the right to review her place in the Boarding House. The interests of the individual and the Boarding House as a whole are considered in this process. A possible outcome of this review can involve, but is not limited to the student's withdrawal from the Boarding House.
- 4.7 In the event that the School cancels, defers or suspends a FFPOS enrolment, the School will review and monitor the ongoing suitability of the student's accommodation arrangements to ensure that the welfare of the student is maintained and, if necessary, implement alternative arrangements.
- 4.8 FFPOS students Years 7 (minimum 13 years old) to 10 not living with parent/guardian or immediate relative, must be accommodated in the School's Boarding House, unless prior approval by the Principal.
- 4.9 St Catherine's students are not permitted to stay in 'Homestay' except with specific permission from the Principal.
- 4.10 All Full-Fee Paying Overseas students under 13 years of age must reside with their parents or an immediate relative.
- 4.11 Boarding House and Homestay arrangements must be indicated at the time of Application and confirmed once the student is issued with a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.
- 4.12 The School will inform the DHA and PRISMS of any Full-Fee Paying Overseas Student accommodation arrangements or any changes to these accommodation arrangements.

5. Roles and Responsibilities

- 5.1 The Senior Leadership Team is responsible for authorising the Student Accommodation Policy and for approving the criteria for accommodation services.
- 5.2 The Principal is responsible for ensuring the implementation of the Student Accommodation policy is fair, transparent and non-discriminatory.
- 5.3 The Registrar is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.



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- 5.4 The Registrar is responsible for ensuring this policy is implemented in accordance with Commonwealth and State legislation.
- 5.5 The Registrar is responsible for ensuring all documentation is in order including the provision of CAAW letters accepting responsibility for approving accommodation.
- 5.6 The Head of Boarding Services is responsible for overseeing the day to care and welfare of all students residing in the Boarding House.
- 5.7 The Deputy Principal: Student Wellbeing is responsible for the pastoral care of including orientation programs and access to support services to assist in adjusting to life in Australia

6 Associated Documents

- St Catherine's International Student and EAL Policy
- St Catherine's Welfare Policy
- St Catherine's Enrolment Policy
- St Catherine's Community Code of Conduct Policy
- Homestay Policy
- Homestay Responsibility Agreement