



# GUARDIANSHIP FORM

Cranbrook School requires that all overseas students enrolled at the School and all students whose parents do not live in Australia have a suitable guardian appointed for the duration of their enrolment at the School. The guardian acts on behalf of the student's parents\* and assists the School with all aspects of the student's welfare in the absence of the parents.

The guardian must be appointed in writing by the parents using this Form and the guardian must sign the Acceptance of Guardianship section of this Form accepting this responsibility.

## Eligibility

A guardian must:

- be at least 25 years of age;
- be resident in Sydney within a reasonable distance of the School;
- speak and understand English at a proficient level;
- be a relative\*\* or long standing family friend well known to the student, and of good character;
- be an Australian Citizen, Australian Permanent Resident, or hold a current Student Guardian Visa or other temporary visa which provides permission to reside in Australia for the duration of the student's enrolment at the School;
- hold a valid Working With Children Check Clearance (for either paid employment or volunteer work); and
- complete and sign the Acceptance of Guardianship section of this Form.

## Responsibilities of a Guardian

A guardian must be readily available and able to take responsibility for the student's welfare in the absence of the parents and act on their behalf.

Responsibilities include:

- maintaining regular contact with the student, his parents and the School.
- being aware of the School rules and expectations for students, including the Boarding House rules.
- attending an interview with the Director of Admissions and the Housemaster prior to the student commencing at the School.
- supporting the student on arrival from overseas, including supervision and accommodation prior to the Boarding House being open, assisting the

student to move into the Boarding House and assisting the student to purchase books, clothing and personal effects needed.

- liaising with the Housemaster in relation to any leave and permissions for outings and medical assistance.
- assisting the parents to confirm the suitability of the student's leave arrangements including any activities the student may undertake and hosts with whom they may be staying.
- providing support to the student including in regard to health matters, medical emergencies and travel arrangements.
- notifying the Housemaster (Senior School) or Class Teacher (Junior School) of any problems or concerns in relation to the student.
- attending School functions such as parent-teacher interviews, prize giving days and other functions and events in the absence of the parents.
- informing the student, the parents and the Housemaster or Class Teacher if you are going to be temporarily away and unavailable for up to four weeks, and appointing a temporary guardian (approved by the parents in writing) to assume your role during this period.
- immediately updating the School with any change of contact details in writing.
- informing the parents and the School should you be no longer able to act as guardian, or if you are going to be unavailable or absent from Sydney for more than four weeks so that the parents can appoint another guardian.

***The School welcomes guardians joining the Cranbrook School community. Your role as a guardian is an important one and is highly valued by Cranbrook School.***

\* Parent includes any person legally authorised to exercise parental responsibility for the student and where the student has only one parent, means that parent.

\*\*Relative is defined as a parent, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, step-grandparent, step-aunt or step-uncle.



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## APPOINTMENT OF A GUARDIAN

Please print

I/we

and

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(Parent 1 Full Name)

(Parent 2 Full Name)

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(Street Address)

(Suburb/Town)

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(Postcode)

(Country)

hereby appoint Mr/Mrs/Ms/Dr

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(Full Name)

in the role of guardian for our son,

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(Student's Full Name)

The nominated guardian's relationship to our son is

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(Relationship)

I/we give authority for the above named person to act on my/our behalf concerning the health, welfare, discipline and academic progress of my/our son and to fulfil the responsibilities of a guardian as outlined in this Guardianship Form. I/we have discussed these responsibilities with the appointed guardian.

I/we understand that my/our son's continued enrolment at the School is conditional upon the appointment of a suitable guardian for the duration of his enrolment.

I/we agree to notify the School immediately if there is a change of guardianship and provide full details of the new guardian. I/we agree we will appoint a new guardian if my/our son's current guardian is unavailable or absent from Sydney for more than four weeks.

I/we agree that the appointed guardian is authorised to receive general correspondence from the School regarding our son, excluding Fee Statements and Academic School Reports.

Parent 1

Parent 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

***Any change of guardianship for your son must be made by completing a new Guardianship Form. Guardians must be approved by the Director of Admissions.***



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## ACCEPTANCE OF GUARDIANSHIP

**Please print**

I, Mr/Mrs/Ms/Dr \_\_\_\_\_

of \_\_\_\_\_

(Guardian Full Name)

(Street Address)

(Suburb/Town)

(Postcode)

(Country)

Telephone (Home)

(Work)

Email (Home)

(Work)

Date of Birth (DD/MM/YYYY)

agree to and accept the role of guardian for \_\_\_\_\_

(Student's Full Name)

whose parents have authorised me to act in this capacity on their behalf. My relationship to the student is:

\_\_\_\_\_  
(Relationship)

My Working With Children Check number is WWC \_\_\_\_ \_ .

I have read, understood and agree to fulfil the responsibilities of a guardian for the above named student as outlined in this Guardianship Form, and to act on behalf of the parents concerning the health, welfare, discipline and academic progress of the student.

I agree to notify Cranbrook School of any changes to my contact details, or should I become unable to continue to act as guardian. Should I be unavailable for four weeks or less, I will nominate a temporary guardian (approved by the parents) to act during this period and inform the School of these arrangements. I agree that should I be unavailable or absent from Sydney for greater than four weeks a new guardian will be appointed by the parents.

I have enclosed the following documentation:

- a copy of my valid passport or NSW Drivers Licence; and
- if not born in Australia, a copy of my Certificate of Australian Citizenship or Permanent Residency, Current Student Guardian Visa or other temporary visa demonstrating my ability to remain in Australia for the duration of the student's enrolment at the School.

Guardian Name: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## HOW TO OBTAIN A WORKING WITH CHILDREN CHECK

If you do not hold a current Working With Children Check, follow these steps to obtain one.

1. Go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check).
2. Click on the box on the right hand side of the page which says "Start Here".
3. Complete the online application form. For your role as a guardian you need a volunteer check only, so no fee is payable.
4. You will then receive an application number, starting with APP.
5. Take your application number and proof of your identity for processing to a NSW Motor Registry, RMS Agency or Service NSW office.
6. Your Working With Children Check number (starting with WWC) will then be emailed to you.