



Acceptance of Local Support Person for an Overseas Student

In accordance with the National Code of Practice for Registration Authorities and Providers of Education to Overseas Students, providers of education for overseas students must approve of the welfare arrangements for each student under the age of 18.

The School requires that all overseas students, irrespective of age, must have a local support person appointed, who is living in Melbourne for the time the student is enrolled at Trinity and who is over the age of 25 years.

Duties of Local Support Person

- act as first contact for urgent medical treatment for the student
- discuss matters with school representatives relating to the welfare of the student
- liaise with parents of the student
- ensure attendance at school, including first days of term
- make contact with the student on a weekly basis to discuss his progress
- attend parent/teacher interviews and Orientation Day
- help provide accommodation during holidays if necessary
- carry out any other duties which are deemed necessary to ensure the discipline, well-being and academic progress of the student
- to sign permission forms for excursions and camps on behalf of the parents
- advise the parents and School immediately of any change in local support person or the contact details of local support person/student.

Letter of Acceptance of Local Support Person

I _____

of _____

Telephone: _____ Mobile: _____

Email: _____

Agree and accept the role of local support person for _____

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

I agree to carry out the duties as set out above.

I attach evidence of police clearance and a Working with Children Check, which is required by the School.

Signed _____

(Local Support Person's signature)

Date: ____ / ____ / ____