

## Parent Liaison Review Policy

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*Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018.*

### 1. Procedure:

- 1.1. Alphington Grammar School employs comprehensive selection, screening and monitoring processes when engaging third parties, such as our Parent Liaison companies, to organise and assess the accommodation and welfare of our International Students, especially those who are under the age of 18.
- 1.2. Parent Liaison companies engaged with the School meet bi-annually with the School to ensure all requirements stipulated in our agreement and policy are being met.
- 1.3. Parent Liaison companies engaged with the School must ensure any information pertaining to new staff or termination of staff is provided to the School within five (5) working days of the change taking place.
- 1.4. All companies engaged with the School sign yearly agreements.
- 1.5. Each term we screen all Parent Liaison Company staff to ensure they have current Working With Children Clearances (WWCC).
- 1.6. WWCC provided to us from our Parent Liaison companies are uploaded to the Department of Justice once a term to ensure all documentation is current.
- 1.7. Once Alphington Grammar School has been given the responsibility for the welfare of International Students (CAAW), we do not delegate or outsource this responsibility to any third party.
- 1.8. Parent Liaisons are expected to visit International Students at School once a fortnight to discuss and review their progress and welfare.
- 1.9. Parent Liaisons attend meetings with Heads of House and teachers as required, as well as attending Parent Teacher Interviews, to remain informed regarding student progress.
- 1.10. Parent Liaisons engaged by the School are responsible for assisting in all aspects of student welfare, including discipline, attendance and progress.
- 1.11. Parent Liaisons must regularly communicate with parents in students' home countries to ensure they are kept updated on their child's progress, through the use of both regular emails and telephone calls.
- 1.12. The School's International Student Coordinator consults with students as to the performance of their Parent Liaison once a term. If the need arises, we report back to the Parent Liaison provider regarding unsatisfactory performance of Parent Liaisons.
- 1.13. Our International Student Coordinator and Business Manager maintain evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the School in accordance with this Policy and by keeping any written agreements entered into by the School. Records will be maintained in accordance with our International Students Records Management and Retention Policy.