



Document Title: AIS Residential Policy

IMPORTANT

All policies and documents are signed off by the Academic Board once approved. Three Academic Board members sign to signify the Australian International School's commitment to this document. These signed documents are stored in the Academic Board Meeting Minutes.

CULTURE OF CARE

AIS is committed to maintaining the highest standards of care, safety and wellbeing for all children. This culture of care includes the security of our educational environment, the pastoral care and social emotional wellbeing of our students.

STUDENT WELLBEING

The safety and wellbeing of our students is the number one priority for us at AIS. We know that our students learn and thrive in a safe and secure environment. The Residential Programs available to AIS students provides an environment that develops social and emotional wellbeing, as well as academic growth.

1. Residential Life Preferences

- 1.1. Living with parents or grandparents - A student living with their parents or grandparents who are permanently residing in Singapore.
- 1.2. Boarding - A student must be in Year 7 to Year 12 and reside at our preferred boarding facility of Oldham Hall.
- 1.3. Living with a family member - A student who lives in Singapore with a relative who is not their parents. Students must be in Year 7 to Year 12. (Guardian Forms B and C must be signed, completed and passed to Admissions before the starting date of school).
- 1.4. Homestay with guardian - A student who lives in Singapore with an adult while attending school and whose parents live permanently out of Singapore. Students must be in Year 7 to Year 12. (Guardian Forms B and C must be signed, completed and passed to Admissions before the starting date of school).
- 1.5. Temporary Absence of Parents/Guardians: We recognise that there are times when both parents or guardians may be temporarily absent from Singapore. When that absence extends from one to 7 days we require the submission of in-loco parentis form to nominate an adult to whom parental responsibility has been delegated.

2. Onboarding Process for Homestay Guardians

- 2.1. Identified as a homestay arrangement as a part of the Admissions process.
- 2.2. Meeting with staff, parents, student, and guardian to set expectations of guardian arrangement and school support provisions. Within this meeting, the Code of Conduct will be reviewed, which includes the requirements outlined in this document.
- 2.3. Admission to school is only finalised when the above meeting has occurred and expectations communicated and agreed. It is the sole responsibility of the biological parent to vett and confirm the suitability of any care giver or guardian appointed by them, to provide the appropriate supervision and care of their child.

- 2.4. Failure to comply with the school's stance in regard to the Code of Conduct and any breach of the expectations will result in the school terminating the enrolment through the withdrawal of services.

- 2.4.1. If the School is not satisfied that the Homestay provider is meeting the requirements as set out in this document, the School will work with the Homestay provider to meet the requirements
- 2.4.2. In cases where requirements are continually not met, or where the School has a serious concern over the welfare of the student, the school will require the student to move out of the Homestay. If this does not occur, the school may suspend or terminate a student's enrolment until it is satisfied that an alternative and suitable Homestay has been found.

3. Homestay Code of Conduct

- 3.1. Room and Board
 - 3.1.1. Safety
 - 3.1.1.1. Lock on door (accessible by responsible adult during emergencies)
 - 3.1.1.2. Secure place for student's personal items
 - 3.1.1.3. Structurally sound (no exposed electrical wiring, damaged ceilings/walls etc)
 - 3.1.1.4. Solid walls (not partitions)
 - 3.1.1.5. Suitable private shower facilities within the home
 - 3.1.1.6. Window/balcony safety bars for all rooms from 1st floor and above.
 - 3.1.2. Conducive for Study
 - 3.1.2.1. Maximum of 2 same gender students to a room (no sharing with host family) - no more than two years chronological age difference between them.
 - 3.1.2.2. Personal study desk and chair
 - 3.1.2.3. Personal bed
 - 3.1.2.4. Sufficiently lit

- 3.1.2.5. Sufficient ventilation (ceiling fan/ personal fan)
 - 3.1.2.6. Clean and hygienic (Pest free, regular cleaning by someone other than the student)
 - 3.1.2.7. Quiet hours observed and supervised study periods
 - 3.1.2.8. Wifi/Internet access available
 - 3.1.2.9. All devices must be locked and handed to the guardian 30 minutes prior to lights out.
- 3.1.3. Student Wellbeing
- 3.1.3.1. Appropriate access to medical attention
 - 3.1.3.2. Two nutritious meals a day (school days)
 - 3.1.3.3. Three nutritious meals a day (non-school days)
 - 3.1.3.4. Continuous adult supervision (curfews, study times, student's social activities etc)
 - 3.1.3.5. Access to laundry service for students.
- 3.1.4. Curfew Times (during school term)
- 3.1.4.1. 11-14 years old – 7:00pm
 - 3.1.4.2. 15-16 years old – 8.30pm
 - 3.1.4.3. 17 years old > - 10:00pm
- 3.1.5. Lights Out (during school term)
- 3.1.5.1. 11 - 15 years old - 9pm
 - 3.1.5.2. 16+ - 10.30pm.
- 3.2. Guardian Responsibilities
- 3.2.1. Ensure student safety and wellbeing
 - 3.2.2. Attend parent-teacher meetings
 - 3.2.3. Available to attend to student meetings when needed
 - 3.2.4. Available to attend meetings with staff in person when called upon
 - 3.2.5. Maintain and upkeep the above requirements of room and board
 - 3.2.6. Present for short notice home visits by staff up to 4 visits per year with 24 hours notice
 - 3.2.7. Ensure no physical harm/punishment
 - 3.2.8. Ensure age-appropriate discipline
 - 3.2.9. Ensure risks to students are mitigated within reason
 - 3.2.10. Ensure students meet academic, behavioural and attendance requirements set out by the school and ICA
 - 3.2.11. Abide by Singapore Child Protection Laws - <https://sso.agc.gov.sg/Act/CYPA1993>
 - 3.2.12. Update the school on a regular basis on the composition of their household
 - 3.2.13. Guardians must be a minimum of 25 years of age
 - 3.2.14. Be contactable at all times via phone and email
 - 3.2.15. Notify the school via email by 8.00am with regard to student's absence on any school day
 - 3.2.16. In the event of a serious incident, accident or medical emergency involving the student, promptly notify the school
 - 3.2.17. Assist the student to access any necessary medical, dental, hospital or other health-related services as required.
 - 3.2.18. Agree to the AIS terms and conditions
- 3.3. Safeguarding Principles
- 3.3.1. AIS recommends that the legal parent conduct appropriate background checks for the safety of children and guardians and to ensure full transparency and to protect all parties
 - 3.3.2. Female students must not be paired with a single male guardian (and vice versa)
 - 3.3.3. Guardians must show themselves capable of providing the above conditions in accordance with the (UNCRC) United Nations Convention Rights of Children; further advice is available from MSF
 - 3.3.4. Guardians are limited to taking on no more than 4 students, regardless of school
 - 3.3.5. The Guardian must be permanently residing at the same address as the student. The Guardian's NRIC address must reflect the address that the school has registered for the student. Singaporean or permanent residents ONLY
 - 3.3.6. The school must be informed at least 3 working days in advance via email should the guardian be travelling out of the country with a definite return date. The absence should be for no more than 7 days during the school term dates. Full details of a responsible adult acting as a temporary guardian during absence must be submitted
 - 3.3.7. Guardian forms must be signed by all guardians, including temporary ones during a designated guardian's absence (eg: out of the country - although guardian being out of the country during term time is not recommended) - subject to AIS approval.

I _____ (Full Name)

_____ (NRIC)

guardian of:

_____ (Student Name)

have read and understood the school policy above and acknowledge the policy and its requirements in full. I have also completed, signed and submitted Guardian Forms B and C to the Admissions Team.

Signed:

Date:
