



AUTHORISED CARER POLICY

This Authorised Carer Policy (previously titled Guardianship Policy) governs the registration of Parent appointed student Authorised Carers with St. Joseph's Institution International Elementary School and St. Joseph's Institution International (collectively referred to as "**the School**") and forms part of the School's Admissions Policy and Terms And Conditions Governing Enrolment.

As a condition of a student's admission to and continued enrolment with the School, the School requires that all students not residing with a Parent/Legal Guardian shall have an appointed Authorised Carer who is registered with the School by the parent for the whole duration of the student's enrolment, subject to the terms and conditions in this Guardianship Policy which must be fully complied with by both the parent and the guardian, where applicable.

A. ROLE OF AN AUTHORISED CARER

The Authorised Carer is to act for and on behalf of the student's parent in respect of all matters in connection with the student's enrolment, dealings and relationship with the School, including the following:

Before starting school:

- 1) Contact parents directly to establish a personal working relationship and to understand the student better.
- 2) For international students, check on flight details and to work on pick-up arrangements for the student. For international Scholars on an SJI International Scholarship, a member of the School will undertake this should the Scholar not have an appointed Authorised Carer.
- 3) If applicable, arrange for viewing and interview with St. Andrew's Hall Hostel (SA Hall) via the School's Admissions Office.
- 4) Help the student get essential items to ensure they are settled into SA Hall.
- 5) Accompany the student to school for orientation and to attend briefings for new parents/guardians.
- 6) Assist with student pass matters.
- 7) Ensure that the student has comprehensive international health insurance coverage and a copy of the policy is submitted to the SJI International Admissions Office.

After starting school:

- 1) Provide regular communication and updates with parents on the student's progress:
 - a) Check in with the student at least once a week;
 - b) Catch up with the student in person at least once a month;
 - c) Provide the parents with the student's progress at least once a fortnight or as arranged with the parents.

- 2) Provide school administrative support, including, but not limited to:
 - a) Attending of Parent-Teacher-Student Meetings;
 - b) Completion and signing of consent forms for various school activities;
 - c) Alert the School on medical issues/absences/late-coming of the student;
 - d) Assist with the student's overseas travel arrangements;
 - e) Liaise with the School on the student's discipline matters;
 - f) Ensuring that the student is properly attired and reports to the school on time;
 - g) Keep communication lines with the School open;
 - h) Read all School communication (including weekly newsletters, portal news, emails, etc) in addition to acknowledging the receipt of communications from the school where required;
 - i) Seek approval from the School for any leave from SA Hall and/or from school on behalf of the student (providing name, address, and contact number of the adult who will be responsible for overseeing the leave and is contactable via school).

- 3) Provide dedicated attention to the student's well-being, including, but not limited to:
 - a) Monitoring the student's progress in school, both in academic and co-curricular activities;
 - b) Monitoring the student's computer and internet usage;
 - c) Monitoring the students' after-school hours activities during weekends, public holidays and school holidays;
 - d) Monitoring the student's expenditure;
 - e) Inform the school of any historical or current learning needs;
 - f) Inform the school of any historical or current medical needs (Physical, Social or Emotional);
 - g) Be in attendance with the student for all hospital / medical appointments.

B. TERMS AND CONDITIONS

- 1) Parents who wish to register an appointed Authorised Carer with the School must personally submit a duly completed and signed **Authorised Carer Registration Form** (which includes a **Statutory Declaration** to be duly made by the Authorised Carer) as provided below. The School will only accept submission of the required documents from a Parent (i.e. the School will not accept any attempted submission by a purported Authorised Carer).

- 2) Any person to be registered with the School as a guardian must:
 - a) be at least 30 years of age (exceptions may be made but only in special circumstances);
 - b) be a Singapore Citizen or Singapore Permanent Resident or be a holder of an LTVP in accordance with the ICA guidelines;
 - c) reside in Singapore;
 - d) not have any more than 5 students under his/her care at any point in time;
 - e) have made a Statutory Declaration in the form provided below; and
 - f) have undertaken a background screening check recently.

- 3) The School may, at its sole and absolute discretion, revoke or vary any decision regarding a student's enrolment or registration of an Authorised Carer if any information provided or declared by a Parent or Authorised Carer is incomplete, untrue or inaccurate or if there is any material change to it.

- 4) If the School is of the view that a registered Authorised Carers performance or conduct is unsatisfactory, the School may require the parent to effect changes to the Authorised Carer, failing which the School may at its sole and absolute discretion (i) suspend the student's enrolment with the School until such changes are effected to the School's satisfaction or (ii) terminate the student's enrolment with the School.

- 5) The School may revise this Authorised Carer's Policy from time to time, and any revised Authorised Carer Policy shall be deemed to be applicable and binding on parents and Authorised Carers with immediate effect.

- 6) The School has no obligation, responsibility or liability whatsoever to anyone in connection with this Authorised Carer Policy (including the veracity and accuracy of information provided and declared by parents and Authorised Carers) and any arrangements or dealings between students, parents and/or Authorised Carers.

- 7) **Personal Data Protection**
 - a) The Parents, Authorised Carer, and the student hereby consent to St. Joseph's Institution International Elementary School and St. Joseph's Institution International collecting, using and disclosing personal data relating to the Parents, Authorised Carer and the student before, during or after the student's enrolment with the School, including such personal data set out in the Student or Scholarship Contract (where applicable) and personal data provided in or along with the Online Application Form and such other personal data collected from time to time.

 - b) The consent of the Parents, Authorised Carer and students given herein is strictly on the condition that the foregoing personal data are required to be collected and used solely for purposes of St. Joseph's Institution International Elementary School and St. Joseph's Institution International's operations and activities that directly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled, whether relating to academic, co-curricular, cultural or sporting activities held in Singapore in conjunction

with or organised by St. Joseph's Institution International Elementary School, St. Joseph's Institution International, its affiliates, or other schools whether located in or outside of Singapore. For the avoidance of doubt, this will include the disclosure and transferring of personal data from St. Joseph's Institution International Elementary School to St. Joseph's Institution International once the student has graduated or is graduating from St. Joseph's Institution International Elementary School to St. Joseph's Institution International. For more details, please refer to St. Joseph's Institution International Data Protection Policy listed on the school website; <https://www.sji-international.com.sg/>

- c) The Parents further confirm that by submitting the Admissions Application and the Authorised Carer Registration Form, the Parents are giving consent for themselves as well as on behalf of the student with respect to the collection, use and disclosure of personal data relating to them.

C. AUTHORISED CARER REGISTRATION FORM

1. PARENT'S PARTICULARS

Name (as stated in Passport or NRIC) (<i>Please underline surname</i>):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Others:	
Residential Address:	
Address in Singapore (if any):	
Contact No.:	
Email Address:	

2. STUDENT'S PARTICULARS

Name (as stated in Passport or NRIC) (<i>Please underline surname</i>):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	
Residential Address in Singapore:	
Contact No.:	
Email Address:	

3. AUTHORISED CARER'S PARTICULARS

Name (as stated in NRIC) (<i>Please underline surname</i>):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
NRIC No.	
Date of Birth:	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Others:	
Residential Address:	
Contact No.:	
Email Address:	
Familial Relationship with Student (if any):	

4. DECLARATION BY AUTHORISED CARER

I declare that all information provided by me in the **AUTHORISED CARER'S PARTICULARS** and the **STATUTORY DECLARATION** are true and I have not withheld any relevant information.

I agree to update the School as soon as possible regarding any change to my particulars or declared information.

I agree to fully cooperate with the School in all matters and affairs relating to the Student.

I have read, understood and agreed to all the **TERMS AND CONDITIONS** and other matters stated in this Authorised Carer Policy and the School's Admissions Policy and Terms And Conditions Governing Enrolment.

Name of Authorised Carer	Signature	Date

5. DECLARATION BY PARENT

I acknowledge and agree that the Authorised Carer acts for and on my behalf in respect of all matters in connection with the student's enrolment, dealings and relationship with the School.

I declare that all information provided by me in the **AUTHORISED CARER REGISTRATION FORM** are true, and I have not withheld any relevant information.

I agree to update the School as soon as possible regarding any change to the Authorised Carer, the Authorised Carer's particulars or information declared by the Authorised Carer.

I have read, understood and agreed to all the **TERMS AND CONDITIONS** and other matters stated in this Authorised Carer Policy and the School's Admissions Policy and Terms And Conditions Governing Enrolment, and have also ensured that the Authorised Carer has likewise done so.

Name of Parent	Signature	Date